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ABSTRACT

This report is in response to a Virginia state legislature mandate of a study of security on the campuses of Virginia public institutions of higher education. The study scope included institutional characteristics, security department characteristics, personnel and training, information about relations on and off campus, needs and concerns of the departments and the institutions, and recommendations. The study methodology included site-visits to 14 institutions, a survey of senior campus security personnel, and telephone and personal interviews with police and security officers. Findings included the following: (1) most security operations cited a need for additional personnel; (2) many institutions do not have formal working agreements with local police; (3) some campuses use only minimum public crime notification measures; (4) security personnel are not always consulted in plans for new buildings or renovations for designs that prevent crime; (5) institutions employ a variety of security methods which differ widely in cost and effectiveness; (6) campus police policy manuals vary widely in their level of development and clarity. Appendixes include the following: a list of study participants, a report on the Campus Security Act and Sexual-Assault Policy, the text of the state resolution authorizing the study, and the survey instrument. (JB)

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ED 364 152

Report of the State Council of Higher Education

on

Security on Virginia's Campuses

November 5, 1993

HE026 949

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PREFACE

House Joint Resolution 513, sponsored by Delegates Purkey, Croshaw, Rhodes, Rollison, and Senator C.A. Holland, requested the Council of Higher Education to study campus security enhancement at Virginia's public institutions of higher education. This report, in response to the resolution, presents the results of the study. It includes characteristics of the institutions, characteristics and functions of the campus police and security departments, personnel and training information, information about relations on and off campus, needs and concerns of the departments and the institutions, and recommendations.

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TABLE OF CONTENTS

		Page
I.	Executive Summary	4
II.	Introduction	6
III.	Description of the Study	6
II.	Results of the Study	8
	A. Background Characteristics of Institutions	8
	1. Physical Features and Services	8
	2. Student Body Characteristics	10
	3. Residence Hall Characteristics and Security	12
	B. Campus Police and Security Departments -- Characteristics and Functions	15
	1. Basic Characteristics	15
	2. Departmental Functions -- Direct and Auxiliary	17
	3. Departmental Programming	21
	4. Departmental Facilities and Equipment	22
	5. Personal Equipment	23
	C. Campus Police and Security Departments -- Personnel and Training	24
	1. Staff Specialization	25
	2. Personnel Training	26
	3. Specialized Training	27
	4. Personnel Tenure	29
	D. Campus Police and Security Departments -- External Relations	30
	1. Contacts with the Administration	31
	2. Advisory Committees and Communication with Students	32
	3. Relationship with Counseling Department	33
	4. Relationship with Student Affairs	34
	5. Timely Notices and Press Releases	35
	6. Local Police -- Cooperative Agreements	36
	7. Combined Efforts	39
	E. Campus Police and Security Departments -- Needs and Special Concerns	42

III. Conclusions and Recommendations 44

IV. Appendices 46
A. Campus Administration and Police Chiefs Who Participated in the Study 46

B. Campus Security Act and Sexual-Assault Policy: An Analytic Report 47

C. House Joint Resolution 513 52

D. Survey -- Campus Police and Security Office Policies 53

TABLES

Table 1 Institutional Police and Security Departments in Survey 7
Table 2 Background Physical Data 9
Table 3 Background Student Data 12
Table 4 Residence Hall Security 14
Table 5 Campus Police and Security--Basic Characteristics 16
Table 6 Departmental Functions 18
Table 7 Escort Services 19
Table 8 Auxiliary Functions under Departmental Control 21
Table 9 Personnel Information 24
Table 10 Dedicated Personnel 25
Table 11 Training 26
Table 12 Specialized Training 28
Table 13 Personnel--Tenure and Contracts 30
Table 14 Timely Reports and Press Releases 35
Table 15 Off-Campus Jurisdiction 37
Table 16 Relationship Between Institution and Local Police 39
Table 17 Investigation and Discipline of School Policy Violations 40
Table 18 Investigation and Prosecution of Criminal Offenses 41
Table 19 Strains on Resources 43

Executive Summary

Security on Virginia's Campuses

House Joint Resolution 513, sponsored by Delegates Purkey, Croshaw, Rhodes, Rollison, and Senator C. A. Holland, directed the Council of Higher Education to study campus security enhancement at Virginia's pubic institutions of higher education. An advisory committee with representatives from the Council, the Department of Criminal Justice Services, and campus police departments directed the study. In order to better understand the range of campus environments and because the committee wished to present an in-depth portrait of policing at higher education institutions across Virginia, the committee selected fourteen public and private institutions for intensive analysis.

Overall, campus security and police departments offer a wide range of services to students in Virginia. Those institutions with police (as opposed to security) departments offer students many of the services of a municipal police department. In addition, the campus police and security departments provide services unique to a campus environment, such as escort services, emergency phones, crime-prevention programs, Rape Aggression Defense (RAD) training, bicycle patrols, residence-hall security, and control of access to the campus. To control campus crime, campus police and security departments coordinate their efforts with students, administrators, and local police.

Police and security personnel believe that their presence and visibility on campus deter crime but feel constrained by a lack of resources. The need to patrol and conduct other police functions limits the number of programs campus police and security departments can offer, such as crime-prevention programs. Given the current climate of limited resources, institutional security is a service requiring continuous evaluation.

A summary of the findings and recommendations resulting from the study follows.

1. Most of the police and security departments in the study cited a need for additional security personnel to meet the needs of their campus.

Recommendation Campuses should work with the Department of Criminal Justice Services to conduct a workload analysis of the institutional police and security departments that emphasizes more effective use of existing resources.

2. While some institutions have formal written agreements with police in local jurisdictions, many do not. Clarifying working relationships can assist both campus police departments and local police by delineating authority and roles.

Recommendation Institutional police and security departments should continue to

work with the Department of Criminal Justice Services to implement formal agreements between localities and institutions.

3. When a crime is reported on campus, some security and police departments use minimum measures -- e.g., weekly notices in student newspapers -- to notify the community. Other campuses employ extensive notification procedures, e.g., posting flyers in heavily traveled locations, distributing flyers to every residence hall room, electronic mail, and video messages.

Recommendation Campus administrators should review their methods of notifying the community when a crime occurs and use the most complete, accurate, and timely methods that are feasible for their campus.

4. Many institutions have police and security personnel trained in the Department of Criminal Justice Services' Crime Prevention through Environmental Design (CPTED) program. However, the police and security departments are not always involved in the reviews of plans for new buildings or for building renovations.

Recommendation Every institution should include its campus security or police department early in the process of reviewing building plans to ensure that adequate attention has been given to design characteristics that promote crime prevention.

5. Campus police and security departments employ a variety of methods to maintain security. The methods differ widely in cost and in effectiveness.

Recommendation Institutions should continue to search for cost-effective and efficient methods of maintaining campus security. Examples include the use of video equipment, computerized card-key access systems tied to individual ID cards, community policing, and electronic surveillance.

6. The policy manuals of the campus police and security departments describe their work on campus. Some departments have extensively developed policies; others have less well-defined ones.

Recommendation The Department of Criminal Justice Services should undertake an analysis of the policy manuals of the campus police and security departments to verify that the manuals accurately describe the departments' roles, characteristics, training, functions, and authority, as determined by this study.

SECURITY ON VIRGINIA'S CAMPUSES

INTRODUCTION

House Joint Resolution 513, sponsored by Delegates Purkey, Croshaw, Rhodes, Rollison, and Senator C. A. Holland, directed the Council of Higher Education to study campus security enhancement at Virginia's pubic institutions of higher education. The resolution specifically requested the Council to study 1) campus security, 2) information-disclosure policies, 3) working arrangements with local law-enforcement agencies, 4) the need for additional campus security personnel, 5) compliance with federal and state requirements for crime-statistic disclosure, and 6) other issues which the Council deemed appropriate.

Campus security is an important issue on Virginia's campuses. The disclosure requirements of the federal student Right-to-Know and Campus Security Act (PL 101-542) encourage discussion of campus security, but the Council believed that a qualitative, in-depth study would provide the best response to the mandate of the General Assembly. Therefore, the Council selected 14 campus security and police departments throughout the Commonwealth, private as well as public, to participate in the study.

DESCRIPTION OF THE STUDY

An advisory committee with representatives from the Council, the Department of Criminal Justice Services (DCJS), and campus police departments selected fourteen public and private institutions to participate in the study. Table 1 lists the institutions that participated in the site-visit survey.

The institutions do not represent a random sampling of colleges and universities in Virginia. Rather, the advisory committee selected each institution because of physical or student demographic elements which would enhance the scope of the study. The participants in the study include large public institutions, community colleges, and small private colleges. The sample includes institutions in urban environments, small or mid-sized cities, and rural environments. The study sample also included an all-male institution, an all-female institution, and an historically black institution. The study includes police and security departments with a variety of characteristics and ranges of authority. The University of Richmond and George Mason University, for example, have fully accredited[1] police departments; Lynchburg College has an unarmed security force.

The advisory committee developed a survey instrument which the senior police or security officer at each institution completed. The 62-question survey

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[1]Accreditation is a voluntary process administered by the Committee on Accreditation for Law Enforcement Agencies, Inc. (CALEA)

TABLE 1
INSTITUTIONAL POLICE AND SECURITY DEPARTMENTS IN SURVEY

Institution (abbreviation)	Department	Chief/Director	Location
George Mason University (GMU)	GMU Police Department	Arthur Sanders	Fairfax
Longwood College (LC)	LC Police Department	James A. Huskey	Farmville
Norfolk State University (NSU)	University Police Department	Herman E. Springs	Norfolk
University of Virginia (UVA)	UVA Police Department	Michael Sheffield	Charlottesville
Virginia Commonwealth University (VCU)	Campus Police	Daniel Dean	Richmond
College of William & Mary (W&M)	Campus Police	Richard McGrew	Williamsburg
Central Virginia Community College (CVCC)	Institutional Police	William Witt	Lynchburg
Germanna Community College (GCC)	GCC Security, under Finance and Administrative Services	Janice Nicholson (Business Mgr.)	Locust Grove
Northern Virginia Community College Alexandria Campus (NVCC)	Alexandria Campus Police Department	Clifford H. Shelley	Alexandria
Hampden-Sydney College (HSC)	*HSC Campus Security Dept.	Keith Temple	Hampden-Sydney
Lynchburg College (LyC)	LyC Security	Michael Roach	Lynchburg
Randolph-Macon College (R-M)	Office of Campus Safety	William J. Wyllie	Ashland
Sweet Briar College (SBC)	SBC Police	William Neal	Sweet Briar
University of Richmond (UR)	University Police Department	Robert C. Dillard	Richmond

* The Hampden-Sydney Board of Trustees has reconstituted the department as a police department but has not yet renamed it.

covered all aspects of campus security. Personal and telephone interviews with police and security officers, student-affairs administrators, and the administrator to whom the police or security department is responsible augmented the survey data. Since HJR 513 directs the Council to explore working arrangements with local law-enforcement agencies, representatives from those agencies characterized and commented on their relationship with campus police or security. These telephone interviews complemented the information obtained from the campus police or security director concerning the working relationship with local police.

While the institutions studied represent a cross-section of police and security departments across the Commonwealth, the results discussed here are specific to the 14 institutions surveyed. Though the results of the study offer an extensive in-depth portrait of institutional policing in Virginia, they may not address all institutional concerns about campus security.

RESULTS OF THE STUDY

The survey questions fall into five major areas: background characteristics of the institution; characteristics and functions of the campus police or security department; departmental personnel and training; external relations, including campus relations and arrangements with local police; the needs of the departments; and special concerns of the institution.

Background: Institutional Characteristics

Physical Features and Services

The physical environments of Virginia's colleges and universities vary widely. Table 2 details physical characteristics and services such as parking, emergency phones, and transit systems on Virginia's campuses.

All the institutions in the study except George Mason University, University of Virginia, and Virginia Commonwealth University have one main campus area. The presence of major medical facilities at UVA and VCU pose additional security concerns, including increased numbers of campus visitors and higher crime statistics due to the number of crimes which are reported at these hospitals. A few schools, such as Longwood College and Norfolk State University, use facilities away from the main campus. Security for these facilities is handled by local police.

Campus size varies greatly. Much of this variation is due to large amounts of undeveloped land, including wooded area and golf courses. Similarly, parking facility sizes differ. For instance, the University of Virginia and the College of William and Mary have high numbers of parking spaces, but many of those spaces are contained in large lots which are not within walking distance of the academic area of campus. Even schools with a large number of student-parking spaces reported problems with parking because students want to park in convenient locations not necessarily allotted for student parking.

Several of the larger institutions address access and security problems by running buses around campus. These systems generally transport students well and provide safe

TABLE 2
BACKGROUND PHYSICAL DATA

	Single or Multiple	Campus Size (acres)	Parking Lots/Spaces		Emergency Phones	Transit System (hours)	Environment
GMU	Multiple	682	13	7700	33	Yes 6:00am- 1:00am	Large City
LC	Multiple	158	18	1612	15	*Yes	Town
NSU	Multiple	123	20	1900	11	Yes 6:00am- 11:00pm	Large City
UVA	Multiple	2,725	104	12076	130	Yes 5:00am- 12:00am	Small City
VCU	Multiple	70	30	5100	147	Yes 7:00am- 6:00pm	Large City
W&M	Single	1,300	22	4111	30	Yes 6:00am- 12:00am	Small City
CVCC	Single	106	8	1139	0	No	Small City
GCC	Single	100	1	619	0	No	Rural
NVCC	Multiple	57	9	2148	0	No	Large City
HSC	Single	820	21	1495	0	No	Rural
LyC	Single	214	2+	1150	22	No	Small City
R-M	Single	100	8	400	12	No	Town/Suburb
SBC	Single	3,300	13	789	3	No	Rural
UR	Single	350	27	4000	20	No	Suburb

Notes: Multiple Sites
GMU- Three campuses: Fairfax (Main), Arlington (Law School, Continuing Education), Prince William.
LC- South Boston facility used for administration; LC does not provide security for that facility.
NSU- Two graduate centers in Va. Beach and Portsmouth. Security provided by local police; NSU police assist if requested.
UVA- Blue Ridge Hospital is eight miles from main grounds.
VCU- Two campuses: Academic and Medical College.
NVCC- Five campuses. Responses pertain to Alexandria campus only.

*Longwood College is part of the Farmville transit system. The buses run from 7 a.m. until 10 p.m. and Friday and Saturday nights from 10 p.m. until 2 a.m.

rides during evenings. However, at George Mason University students have expressed a desire for the system to include more stops and to provide transportation to Metro stations.

Some campuses have emergency phones that ring to the police or security office or to an information desk. The phones are located all around campus, especially in parking lots, along pathways, and near residence halls. One can call the police by lifting the receiver or by pushing one button. Most have a distinctive light above the phone. George Mason's call boxes have one button to summon the police in an emergency and another to request an escort.

The type of environment around the institution can affect security. Both Norfolk State and Virginia Commonwealth Universities are located in urban, high-crime areas, which necessitate greater security. Norfolk State has checkpoints at each of its eight vehicle entrances. The Norfolk State police and administration believe these checkpoints control vehicular traffic and related crime on campus.

Sweet Briar and Lynchburg Colleges also have gatehouses at their main entrances. Student-affairs personnel report that students at Sweet Briar have encouraged the police to maintain security at their gatehouse throughout the night. Sweet Briar and Germanna Community College are isolated campuses in rural areas and are concerned that the isolation would prevent incidents from becoming apparent to the community or to local police who may not regularly patrol campus.

Several institutions contain facilities requiring special security. For example, the University of Virginia's Rotunda and William and Mary's Wren Building are historical sites. Other major facilities attract large numbers of students and outside visitors. They include Scott Stadium and University Hall at UVA and the Patriot Center and the Center for the Arts at George Mason University. Major events, such as visits by dignitaries and presidential debates, generate other unique security problems.

In addition to residence-hall alarm systems (see Table 4), ten of the fourteen schools visited have alarm systems in other campus buildings. Common locations for alarms are computer facilities, art galleries, health center/pharmacy, and the president's house. These alarms are monitored either by the police or security department or by an alarm company, which notifies the campus department.

Almost every institutional police or security department cited the unique physical characteristics of its institution. They include location in an urban area or near major interstates (Virginia Commonwealth University, Northern Virginia Community College, Norfolk State University, Randolph-Macon College); housing or academic areas that are not directly contiguous with the main campus (University of Virginia, the College of William and Mary, Longwood College); and the presence of a major medical facility (Virginia Commonwealth University, the University of Virginia). These unique characteristics in environment, size, or facilities should be considered these differences when examining the extent of security and police services.

Student Body Characteristics

Table 3 illustrates student population information at the surveyed institutions. The student populations range from a head count of approximately 600 at Sweet Briar College to 21,608 at Virginia Commonwealth University. Many schools have larger daytime populations due to employees and visitors. University of Virginia's population more than doubles due to the hospital, and VCU has an increase of almost 15,000 people. However, institutions such as George Mason University, Lynchburg College, and the three community

colleges, which have a large number of commuter and night students, have a lower daytime population than their headcount.

Only three institutions reported recognized off-campus organizations. All of the off-campus organizations at UVA are Greek organizations (25 fraternities and 17 sororities), as are the off-campus organizations at VCU (10 fraternities and 2 sororities). George Mason's only off-campus organization is the Campus Ministry. Having fraternities and sororities off-campus raises concerns when coordinating with local law enforcement and monitoring interaction between students and non-students. The University of Virginia, Virginia Commonwealth University, and Longwood College have cooperative agreements with local police. The Campus Security Act's requirement of a statement on monitoring off-campus organizations does not appear to be an overwhelming issue for Virginia's institutions, since most do not have any college or university-recognized off-campus organizations.

Fraternities and sororities are constant security concerns given the large number of students who attend parties, the presence of alcohol, the potential threat of sexual assault, the need for night escorts, and the apparent lack of student attention to security at such events. Police and security departments are conscious of these dangers and try to control student parties as much as possible.

Since a large majority of undergraduate students are under 21 years of age, all institutions have specific regulations regarding the use of alcohol on campus. Even though it is illegal for most students to possess alcohol, institutions and their police or security departments realize that alcohol use is quite common on college campuses. Norfolk State and the three community colleges do not allow alcohol anywhere on campus. The other institutions have detailed policies on alcohol use, which emphasize that alcohol consumption is illegal by those under 21. These institutions reserve the right to regulate the use of alcohol on campus, including requiring registration of all on-campus parties. Hampden-Sydney issues armbands to fraternities based on the estimated number of drinking-aged guests. George Mason University, Longwood College, the University of Virginia, Virginia Commonwealth University, Lynchburg College, and Sweet Briar College sell alcohol at on-campus restaurants or events. Drug control receives much attention on campus. Longwood, William and Mary, and UVA are members of regional or federal drug task forces (see Table 10).

Student-affairs administrators, in joint efforts with campus police or security, often deal with conflicts involving alcohol use. According to some student-affairs administrators, students want the police or security department to turn its back on alcohol use, even though the campus officials are bound to uphold the laws of the Commonwealth. The student affairs and residential life offices at some institutions handle alcohol violations through internal disciplinary boards rather than report students to the local police. There have been problems at the University of Virginia with non-students intruding on fraternity parties, but Interim

TABLE 3
BACKGROUND STUDENT DATA

	Headcount	Daytime Population	Off-Campus Organizations	Frat On	Frat Off	Sor.On	Sor. Off
GMU	20,829	15,245	1	19	0	10	0
LC	3,009	3,684	0	9	0	12	0
NSU	8,700	—	0	5	0	8	0
UVA	18,016	40,000	42	6	25	0	17
VCU	21,608	35,000	12	0	10	0	2
W&M	7,500	7,500	0	16	0	14	0
CVCC	4,900	2,000	0	0	0	0	0
GCC	2,241	1,334	0	0	0	0	0
NVCC	11,215	7,877	0	0	0	0	0
HSC	950	1,500	0	12	0	0	0
LyC	2,399	1,200	0	4	0	4	0
R-M	1,100	1,200	0	7	0	4	0
SBC	600	620	0	0	0	0	0
UR	4,579	4,613	0	10	0	7	0

Note: The table does not indicate which fraternities and sororities have houses.

Vice President of Student Affairs Robert Canaveri believes the fraternities have greatly improved their efforts to check IDs of those who wish to attend parties. The administration at UVA also encourages local police and ABC agents to be active in controlling off-campus fraternities. The University of Richmond reports few problems with their fraternities, largely due to ID checks, guest lists, and the fact that the houses are non-residential.

Residence Hall Characteristics and Security

Residence-hall security is a top concern for institutions. Table 4 shows the types of residence halls and the security of those facilities. Many institutions have improved residence-hall security in the past few years with the introduction of alarms and sophisticated card-key access systems. The only colleges that do not provide some form of residence-hall security are Hampden-Sydney and the all-male, Richmond College portion of the University of Richmond.

Of the eleven schools in the sample that have residence halls, six have all or almost all co-educational residence halls, although individual floors are often still single-sex. Five institutions have no co-educational residence halls or a very small number. Two of these five institutions are single-sex (Hampden-Sydney and Sweet Briar Colleges).

Family housing is not prevalent at the surveyed institutions. Hampden-Sydney has a very small amount of married-student housing. Randolph-Macon, Sweet Briar and the University of Virginia have family housing for faculty. The University of Virginia has about 323 family housing units on campus. UVA has a very active family housing association that encourages security and neighborhood watch and helps arrange security programs. UVA's police also provide security programming for the young children in the family housing units.

Six of the ten institutions with residence-hall security have residence-hall doors that are locked at all times, with access controlled by card keys, lock and key, or both. Virginia Commonwealth University has student guards hired specifically to patrol the dorms. Randolph-Macon College has cipher locks with the same combination on every door across the campus. The students at Randolph-Macon chose to have one combination, which is changed about twice a year. The remaining four institutions secure residence halls in various ways. George Mason University's housing department hires security guards. Norfolk State University's police department patrols the inside and outside of residence hall buildings 13 hours a day.

Only four of the eleven residential institutions surveyed have residence-hall alarms. The men at Hampden-Sydney have not requested any residence hall alarms. The University of Virginia has a small number of alarms monitored by both private alarm companies and the campus police. The women's residence halls at the University of Richmond have electronic equipment that speaks a message when doors are propped open. Student security guards monitor the alarms at Virginia Commonwealth; campus security does this at Lynchburg College.

Students react differently to access-control systems. The vice president for student affairs at the University of Richmond explained that the men feel inconvenienced by 24-hour card access in the women's dorms. On the other hand, administrators at Longwood and Lynchburg Colleges report that students seem reassured by 24-hour access control and usually do not try to prop doors open. Students in residence halls at Longwood College have formed neighborhood-watch-like groups to monitor residence security.

George Mason University police train and supervise residence-hall security personnel, but their efforts are sometimes frustrated by students who prop open doors. Sharon Lowe, the assistant vice president for student affairs at Norfolk State, feels that students are not overwhelmingly worried about their safety in the residence halls, even though random gunshots were fired from off campus towards one of the residence halls last year. Ms. Lowe said that students at Norfolk State realize that the police are doing all they can to control the

TABLE 4
RESIDENCE HALL SECURITY

	% Co-ed Dorms	Family Housing	Dorms Secured	How Secured	By Whom	When Secured	Dorm Alarms	Who Monitors Alarms
GMU	99%	No	Yes	Lock &Key	ResLife-Security Police	11 pm - 6 am	No	–
LC	100%	No	Yes	CardKey Lock & Key	ResLife Police Automat.	At all times	Some	–
NSU	0%	No	Yes	Patrol	Police	6 pm - 7 am	No	–
UVA	100%	Yes	Yes	CardKey Lock & Key	ResLife Automat.	At all times	Small number	Alarm Company Police
VCU	100%	No	Yes	Patrol	ResLife-Security	At all times	Yes	ResLife-Security
W&M	95%	No	Yes	CardKey	ResLife	9 pm - 7 am (11 pm on w-end	No	–
CVCC	–	–	–	–	–	–	–	–
GCC	–	–	–	–	–	–	–	–
NVCC	–	–	–	–	–	–	–	–
HSC	0%	Yes	No	–	–	–	No	–
LyC	100%	No	Yes	CardKey	Security	At all times	Yes	Security
R-MC	1%	Yes Faculty	Yes	Cipher Lock	Automat.	At all times	No	–
SBC	0%	Yes Faculty	Yes	Lock & Key	Police	8 pm - 8 am	No	–
UR	0%	No	Yes- W No - M	CardKey	Automat.	At all times(W)	Yes- W No - M	Police

Notes: ResLife-Security means that institution has a separate security force to patrol residence halls which is hired and/or controlled by the Residence Life office.

environment around the campus and that the incident was a random occurrence. William and Mary and the University of Virginia are experimenting with computerized card access systems that track movement of students in and out of residence halls. They are considering campus-wide implementation.

Campus Police and Security Departments -- Characteristics and Functions

Basic Characteristics

When asked about their role on campus, the police or security departments interviewed for this study consistently cited two major areas: the physical safety of campus personnel and guests and the security of campus and personal property. Norfolk State University's department states that its role is "to promote and maintain personal safety, physical and environmental security and to help create a safe and secure atmosphere for everyone on campus." While a similar role was cited by the business manager at Germanna Community College, the student-affairs representative felt that personal safety was largely neglected in favor of property security. Northern Virginia Community College has sworn police officers, but they spend only about 15 percent of their time doing traditional police work, e.g., investigating crimes, arresting suspects, and breaking up fights. The bulk of their time is spent on routine patrol and campus safety. A number of departments cited crime prevention and integration into the community as important facets of their role on campus, both issues that emphasize the unique role of police/security departments on college campuses.

The specifics of these roles are defined more precisely in departmental policy and procedures manuals. Additionally, with the exception of Germanna Community College, every department has a formalized, written mission statement. Northern Virginia Community College, the College of William and Mary, and Longwood College are currently revising their operating procedures. George Mason University and the University of Richmond receive requests for copies of their procedures manuals from institutional police departments around the country. Both of these departments have undergone voluntary CALEA accreditation. The University of Richmond is the only accredited private university law enforcement agency in the nation.

Only two campus police or security departments (Germanna and Central Virginia Community Colleges) do not have a written departmental protocol for dealing with the victims of sexual assault. Lynchburg, Sweet Briar and Hampden-Sydney Colleges are developing protocols to complement existing administrative procedures.

With only three exceptions, departments provide 24-hour security on their campuses. At Central Virginia Community College, the police are on campus from 7:30 a.m. to 11:30 p.m. After hours on weekdays, a night watchman on the custodial staff patrols the campus. On weekend nights, the buildings are secured and patrols are handled by the Lynchburg Police. Germanna Community College's contract security force does not arrive on campus until 5 p.m. Monday through Friday, and they leave again at 7 a.m. They are on campus 24 hours on weekends. Hampden-Sydney College's department runs staggered shifts, covering approximately 20 hours a day.

Table 5 describes three basic departmental characteristics: the number of sworn[2] and unsworn personnel, whether the officers carry firearms, and whether the department has arrest authority. Only two campuses, Germanna Community College and Lynchburg

TABLE 5
CAMPUS POLICE AND SECURITY- BASIC CHARACTERISTICS

	Sworn/Unsworn Officers or Guards		Armed Officers	Department Has Arrest Authority
GMU	32 Sworn	4 Unsworn	Yes	Yes
LC	14 Sworn	6 Unsworn	Yes	Yes
NSU	25 Sworn	18 Unsworn	Yes	Yes
UVA	56 Sworn	39 Unsworn	Yes	Yes
VCU	50 Sworn	55 Unsworn	Yes	Yes
W&M	20 Sworn	6 Unsworn	Yes	Yes
CVCC	3 Sworn	3 Unsworn	2-Yes 4-No	Yes
GCC	0 Sworn	3 Unsworn one contracted guard on duty	No	No
NVCC	9 Sworn	2 Unsworn	Yes	Yes
HSC	4 Sworn	0 Unsworn	Yes	Yes
LyC	0 Sworn	10 Unsworn	No	No
R-M	5 Sworn	6 Unsworn	Yes	Yes
SBC	8 Sworn	1 Unsworn	Yes	Yes
UR	16 Sworn	7 Unsworn	Yes	Yes

*Has powers of arrest in accordance with the Code of Virginia.

College, have no sworn officers. Every other campus uses a mix of sworn law-enforcement personnel and security guards; Hampden-Sydney College's is the only department with all sworn personnel. Virtually every sworn officer carries a firearm. Central Virginia Community College has two armed full-time officers, but their part-time sworn officer does not carry a firearm. Germanna's guards carry batons but not firearms. Arrest authority is universal among departments with sworn personnel. At Germanna, the guards can detain suspects until local authorities arrive, while at Lynchburg the security department calls in the Lynchburg City Police.

[2] Has powers of arrest in accordance with the Code of Virginia.

Departmental Functions

Table 6 illustrates the functions directly controlled by the police and security departments involved in this study. The community colleges perform fewer services than the senior institutions. Much of the difference in services can be attributed to a single factor: the lack of residential students. Community college buildings are generally locked at night; there are fewer campus events, especially on weekends; and there are no residence halls -- three areas that especially strain other departments.

Patrolling activities are dominated by automobile and foot patrols. Six of the larger departments use bicycles for community policing. Three departments use motorcycles, two use golf carts, and one has a scooter patrol. Other functions cited by the campuses include investigation of crimes; checks of locks, doors and windows; and securing academic buildings. Almost every department handles parking enforcement and traffic control. Four of the largest departments (UVA, W&M, VCU and GMU) share parking enforcement with another campus department. Almost all of the four-year institutions provide special event security for sporting events, concerts, conferences and summer programs. VCU does not provide security for campus conferences.

Campus police or security departments provide escorts for campus personnel carrying cash on nine of the sampled campuses. Some departments will make the bank deposits on behalf of campus offices. The University of Richmond and George Mason University recommend the use of an armored car service to transport significant amounts of cash. Every campus surveyed except Hampden-Sydney College provides a campus escort service for faculty and students. Table 7 summarizes the staffing and operating hours of the services. There is an even split between those administered by the department and student volunteers and those run exclusively by departmental personnel. William and Mary has the only escort service with virtually no police participation until after regular hours. This service is run and dispatched by a student organization from 7 p.m. to 1 a.m., with the police department handling calls after these hours.

Calls for service vary widely across campuses. The University of Richmond and Virginia Commonwealth University each cite over 21,000 requests for escorts in a given year while Randolph Macon College reports receiving only an average of 9 calls a month. The Universities of Virginia and Richmond and Virginia Commonwealth University provide a formal driving escort service. Although escort services are universally provided, the urban campuses tend to provide more comprehensive programs. Additional escort-type services include UVA's Yellow Cab Fund (where a student can take a cab on credit and reimburse the fund), Lynchburg's off-campus escorts, and W&M's Steer Clear program (student volunteers provide a ride home to prevent drunk driving).

TABLE 6–DEPARTMENTAL FUNCTIONS

	GMU	LwC	NSU	UVA	VCU	W&M	CVCC	GCC	NVCC	HSC	LyC	RM	SBC	UR	TOT
Patrol															
-Automobile	X	X	X	X	X	X	X		X	X	X	X	X	X	13
-Motorcycle				X	X									X	3
-Scooter				X		G					G				3
-Bicycle	X	X		X	X	X								X	6
-Foot patrol	X	X	X	X	X	X	X	X	X	X	X	X	X	X	14
-In residence halls	X	X	X	X						X	X	X	X	X	9
Invest. of crimes	X	X	X	X	X	X	X		X	X	X	X	X	X	13
Parking enforcement		X	X	X	M	X	X		X	X	X	X	X	X	12
Traffic control	X	X	X	X	X	X	X		X	X	X		X	X	12
Traffic enforcement	X	X	X	X	X	X				X			X	X	9
Special Event Sec.															
-Sporting events	X	X	X	X	X	X				X	X	X		X	10
-Concerts	X	X	X	X	X	X		X		X	X	X	X	X	12
-Conferences	X	X	X	X		X	X	X		X	X	X	X	X	12
-Summer programs	X	X	X	X	X	X	X		X	X	X	X	X	X	13
Locks/doors/window	X	X	X	X	X	X	X	X	X	X	X	X	X	X	14
Secure dormitories		X	X	X		M				X	X	X	X	X	9
Sec. academ. bldgs	X	X	X	X	X	X	X	X	X	X	X	X	X	X	14
Escort Service															
-Personnel w/cash		X	X	X	X	X		X	X			X	X		9
-Staff and students	X	X	X	X	X	X	X	X	X		X	X	X	X	13
Transportation	X	X	X	X	X	X	X		X	X	X		X	X	12
Crime prevention	X	X	X	X	X	X			X	X	X	X	X	X	12
Self defense prog.	X	X	X	X	X	X			X			X	X	X	10
New bldg plan rev.	X	X		X	X	L	X			X	X	X	X	X	11
Renovation plan rev.	X			X	X	L	X			X	X	X	X	X	10
Fire safety	X	X	X	X		X	X		X	X	X	X	X	X	12
Hospital security				X	X										2
Anal. of crime stats.	X	X	X	X	X		X		X	X	X	X	X	X	12

G–Golf cart. L–Limited involvement in this function. M–Minimal involvement in this function.

Student-affairs representatives were split in reporting student opinion toward escort services. Many said that students were satisfied, but a few cited escort delays as a major factor in underutilization and mentioned student-led attempts at expansion. Both the police department and administration contacts at Virginia Commonwealth University were concerned with the volume of escort traffic and its draining effect on departmental resources.

TABLE 7
ESCORT SERVICES

	Personnel	Hours	Other Notes
GMU	Police and Students	Students: Fall: 6:30pm-12:00am Spring: 7:30pm-1:00am Police only after hours	Escorts can be contacted at all campus call boxes.
LC	Police and Students	Students: Sun-Thurs: 6pm-12am Fri-Sat: 6pm-1am Police only after hours	Escort radios monitored by Farmville police.
NSU	Police and Students	6pm-12:00am	
UVA	Guards & Students		Student-driven vans and walking escorts. Yellow cab program for rides home.
VCU	Security Guards, C.O.P.S. students	MCV: 5:30pm-7am Academic Campus: Mon-Sat: 6pm-2am Sunday: 6pm-12am	Vans and walking escorts. 21,265 calls for service.
W&M	Students and Police	Students only: 7pm-1am Police only after hours	Student-run and dispatched escort system. Also a safe rides program to prevent drunk driving.
CVCC	Police	until 11:30pm	
GCC	Security Guards	5pm-7am	
NVCC	Police	24hrs, on request	
HSC	N/A	N/A	Looking into program due to request of female visitors to campus.
LyC	Police and Students	6pm-11am from students Security only after hours	Off-campus escort program also available.
R-M	Security	24hrs, on request	On- or off- campus escorts available. Approx. 9 calls/month.
SBC	Police	24hrs, on request	1,000 calls for service.
UR	Police	7:30pm-2:00am	Shuttle van service, one available on weekdays, two on weekends. 24,000 calls for service.

Another function of many departments is the review of new and renovated building plans for security concerns. This function stems from the recommendations of the Governors' Task Force and the Council task force to train police and security department personnel in Crime Prevention Through Environmental Design (CPTED), a program offered through the Department of Criminal Justice Services (DCJS). Involvement in CPTED varies among the departments.

There is only one departmental function that is cited by fewer than a majority of campuses -- hospital security. Both UVA and VCU provide security for major on-campus medical facilities, an enormous concern for both of these departments. Both departments believed that comparisons with other campus' crime rates might reflect poorly on them because of this special mission. VCU plans to develop a stand-alone security unit to be based on the Medical College of Virginia's campus.

Many departments consider the campus escort service an auxiliary function. Table 8 illustrates others. Twelve of the fourteen campuses directly handle the dispatching of personnel. At Longwood, the town of Farmville shares dispatch with the college. Of the sampled institutions, only William and Mary has a campus-based 911 system, while UVA shares one with Charlottesville and Albemarle County. Most other departments are notified by local 911 operators. Randolph-Macon, Northern Virginia and Germanna allow local jurisdictions to handle 911 calls. George Mason, Germanna, Central Virginia and Lynchburg respond to 911 calls but strongly encourage students to use a campus emergency number instead of 911.

All departments except Longwood College's and Germanna Community College's handle lost and found. Hampden-Sydney College stores some personal property, while Longwood College stores firearms for students. All of the four-year campuses with certified law-enforcement personnel have facilities for the storage of evidence. These storage facilities range from secured storage areas monitored by an evidence custodian (UVA, VCU) to storage lockers accessible only to individual officers. None of the community colleges provide evidence storage. Locksmith services and training student-watch patrols are other auxiliary services.

All departments except Germanna's have computerized record systems, but the sophistication and content of those systems vary widely. Some simply include a desk top personal computer and student files, while others have sophisticated local area networks with access to state police files and Department of Motor Vehicles (DMV) records. The University of Richmond has laptop computers in each patrol car for report writing and to call up suspect information. Both Germanna and Norfolk State use a P.C. Patrol records system. The system involves using a wand-reader at preset locations to record the officer's presence. This allows the department to determine when routine patrol

TABLE 8
AUXILIARY FUNCTIONS UNDER DEPARTMENTAL CONTROL

	GMU	LwC	NSU	UVA	VCU	W&M	CVCC	GCC	NVCC	HSC	LyC	RM	SBC	UR	TOT
Dispatch	X	•	X	X	X	X	X	X	X		X	X	X	X	13
911 System				S		X									2
Em. Phone Monitor	X	X	X	X	X	X					X	X	X	X	10
Alarm Monitor		X	X	X	X	X					X		X	X	8
Property Storage															
-Lost and Found	X		X	X	X	X	X		X	X	X	X	X	X	12
-Evidence	X	X	X	X	X	X				X		X	X	X	10
Comp. Records	X	X	X	X	X	X	X	X		X	X	X	X	X	13
State Police	X	X	X	X	X	X						X		X	8
CAD					X	X									2
Aux. Personnel	X	X	X	X	X	X								X	7

*Longwood College shares dispatch with the city of Farmville.
S--911 system shared with city of Charlottesville and Albemarle County.

stops are being made and to account for the activities in an officer's day. Only two departments, VCU and William and Mary, reported using computer-aided dispatch (CAD) systems.

Departmental Programming

It would be difficult to describe all of the security and safety programs administered by the various departments surveyed. UVA alone supplied two manilla envelopes of pamphlets and program descriptions, and Sweet Briar provided a videotape and other security materials. Most campus police/security departments offer or sponsor self-defense workshops (especially the Rape Aggression Defense program), conduct campus-security surveys, and conduct seminars for various campus constituencies on security-related topics.

A few programs worth specific note include Safety Awareness Day at Sweet Briar College and at the University of Richmond (a carnival-like event with booths on various safety topics -- even the surrounding community is involved), Lynchburg College's use of door hangers and litter bags to disseminate safety-related information, the College of William and Mary's placement of the escort service number on all campus I.D. cards, and the University of Virginia's involvement in children's safety seminars.

Beyond programming content, which tends to be similar across campuses, there are some distinct divisions in programming responsibility. These are based mostly on departmental sophistication and resources. Some departments (VCU, UVA, and UR) do not rely heavily on student-affairs staff but instead take the lead in campus safety and security programming. Chiefs and student-affairs personnel on all three campuses report good relationships and communications between their offices. The fact that programming is handled by the police department reflects resource availability and departmental specialization at these schools.

Other schools (George Mason, William and Mary, Norfolk State, Longwood and Sweet Briar) have a greater programmatic partnership between student-affairs personnel and the police department. Some programming is handled by the department and some is departmentally sponsored but handled by student-affairs, residence-life, or counseling-center personnel.

At the community colleges and some of the smaller private schools (Lynchburg and Randolph Macon Colleges), programming is almost exclusively handled by student-affairs personnel. These departments are either too small to provide such services or use security guards and officers who lack the training to provide such seminars. The fact that student affairs handles most programming does not imply poor relations; there is a generally good relationship between these offices on each campus. Even though most police/security departments work with student-life personnel to provide programming, only Longwood and Hampden-Sydney's departments report directly to the student-affairs officer.

Departmental Facilities and Equipment

The physical facilities for campus security offices vary. The sizes range from a suite of offices in an administrative building to free-standing, dedicated facilities. The three largest departments -- UVA, GMU, and VCU -- have satellite facilities in addition to their large main offices. Virginia Commonwealth University has an administrative office, an expansive operational center, and a police substation at Monroe Park that is shared with the city of Richmond. There is also a security office at the MCV campus. The operational center has five evidence storage rooms, large briefing and conference rooms, a locker room, and an exercise facility. The communications equipment is housed in the administrative offices.

The University of Virginia's main facility is about one mile off grounds, but security offices are on grounds and at the hospital. The main facility includes office space, briefing rooms, a guarded evidence storage facility, and locker facilities. There is an adjacent garage for storage and automobile repair. The department plans to open another substation on grounds.

George Mason University has substations at its Arlington Campus, as well as a "ready room" in the Patriot Center for operations. The University of Richmond's football stadium

is off-campus, and the police department has a facility on the premises. Richmond's main facility is somewhat smaller than those previously mentioned but appeared to be adequate.

Norfolk State will soon double its office space. Sweet Briar has a small but well-organized facility with adequate space and storage. Among the larger departments, both William and Mary and Longwood have cramped facilities. At William and Mary stolen and abandoned bicycles are stored outside. There is also little space for roll calls and conferences, and the shower in the men's locker room houses computer equipment. Longwood's office is similarly cramped -- it is almost literally in a hallway. There is little space for officers to store personal gear and evidence or to write reports. Office space is also at a premium. Most other facilities consisted of a single office or a suite of offices, with Northern Virginia's facility being notably small for its functions.

Every department has communications equipment that appeared adequate for the department's size and function. Most have traditional and up-to-date multi-channel radios with base stations. Northern Virginia's personal radios can double as a cellular phone system, while University or Richmond has cellular phones and radios in each automobile.

Each department (except Germanna) has at least one recent-model automobile. The oldest patrol car in use was a 1984 patrol automobile used at Hampden-Sydney. The University of Virginia has over 30 marked and unmarked autos, including an animal-control vehicle. George Mason and Norfolk State Universities have a few additional older vehicles in various states of repair. These have been gained through impoundment and drug seizures and are not often used.

George Mason University has sixteen 1992 and 1993 model bicycles for its bicycle patrol, while the five other campuses using bicycles have anywhere from one to three recent-model cycles. George Mason has two small, seldom-used motorcycles. William and Mary and Lynchburg have golf carts that are used on patrol, while Norfolk State's golf carts are primarily used for transportation. Virginia Commonwealth University and the University of Richmond each have two vans, primarily used for their escort services.

Personal Equipment

Uniforms and weapons are universally provided to campus police and security officers. Eight departments use service revolvers (.38's, .357 Magnums and "police specials") and three use 9mm semi-automatics. At least three departments are making the transition to the semi-automatic weapon. Specially trained officers at George Mason and the University of Virginia also have access to rifles and shotguns. Norfolk State is the only department to provide other defensive weapons, including stun guns and pepper mace. Body armor is provided to each officer on six campuses. George Mason and Sweet Briar both keep tactical body armor in their patrol vehicles, while VCU provides it on request.

Campus Police and Security Departments -- Personnel and Training

Table 9 summarizes the number and types of personnel found in the security and police departments surveyed. As mentioned earlier, Germanna Community College and Lynchburg College have no sworn officers -- Lynchburg uses security officers and Germanna contracts out for its security services. The departments with the largest staffing in the study include VCU with 105 officers and guards, UVA with 95, and Norfolk State with 43.

TABLE 9
PERSONNEL INFORMATION

	Sworn Officers	Security Officers	Security Guards	Clerical	Cert. Dispatch	Uncert. Dispatch	Other
GMU	32	4	0	1	3	0	Locksmith
LC	14	6	0	1	0	0	Night walkers
NSU	25	3	15	2	6	0	Contract services*
UVA	56	30	9	4	6	0	3 hospital/fire safety 1 animal control Dir. of HSC Safety and Security
VCU	50	0	55	2	12	0	12 volunteer student patrol (C.O.P.S.)
W&M	20	0	6	1	5	1	
CVCC	2 f/t 1 p/t	1 f/t 2 p/t	0	0	0	1	
GCC	0	0	0	0	0	0	Contract services*
NVCC	9	2	0	1	0	0	Locksmith (Officer)
HSC	4	0	0	1	0	0	
LyC	0	10	0	3	0	0	
R-M	5	6	0	1	0	4	Contract services*
SBC	8	1	0	1	0	5	Locksmith (Chief)
UR	16	7	0	2	4	0	2 parking admin. 3 safety services

*Contract services:

-NSU–12 security officers, 3 security guards. $500,000 annually for contract services. Used 24 hours for residence hall security, gate security, dispatch, lock up, cafeteria security and special activities.

-GCC–3 security guards. $50,000 annually for contract services. On duty from 5pm to 7am on weekdays and 24 hours on weekends.

-R-M–Contracted as needed for special events.

Support personnel is rather limited, even in the largest departments. The most clerical personnel in any department is four at UVA, and they provide support for almost

100 enforcement personnel. Seven campuses report having certified dispatch personnel. Among these are the schools utilizing computer-aided dispatch (CAD) equipment--VCU has twelve dispatchers and William and Mary has five. Three other campuses report having uncertified dispatch personnel, while the others presumably have direct ring-through or allow dispatch to be handled by other personnel.Three campuses (George Mason, Northern Virginia, and Sweet Briar) have a locksmith on staff, while four utilize contract personnel. Two of these schools, Germanna and Norfolk State, use contract personnel on a regular basis, while the University of Richmond contracts for special campus events. Finally, UVA has both a fire-safety specialist and an animal control specialist on staff.

Staff Specialization

The previous section discussed the role of the department on campus and the functions of each department. In many of the sampled departments, there are personnel especially trained and dedicated to specific departmental functions. (See Table 10.) The most prevalent

TABLE 10
DEDICATED PERSONNEL

	GMU	LwC	NSU	UVA	VCU	W&M	CVCC	GCC	NVCC	HSC	LyC	RM	SBC	UR	TOT
Investigation	X	X	X	X	X	X			X		X	X	X	X	11
Drug Enforcement		X		X	X							X	X	X	6
Crime Prevention	X	X	X	X	X	X			X		X	X	X	X	11
Victim-Witness Assistance	X	X			X							X	X	X	6
Task Force Participation*		X	X	X		X									4
Record and Evidence Supervision	X	X	X	X	X						X	X	X	X	9
Other**	X	X			X	X	X		X	X			X		8

*Task Force Participation:
- Longwood – Farmville Area Drug Task Force.
- Norfolk State – VALAD Intelligence gathering.
- UVA–Federal Drug Task Force.
- W&M – Colonial Narcotic Enforcement Task Force.

**Other:
- Longwood – Officers specially trained to help victims of sexual assault.
- VCU – Has the only DCJS-certified academy affiliated with a college campus.
- W&M – Sexual assault specialist on staff. Founder of the Rape Aggression Defense program is part-time officer.
- NVCC – Range training officer.
- Sweet Briar – Three RAD instructors on staff.
- CVCC and Hampden-Sydney – Responded that all officers are generalists, no dedicated personnel.

areas of specialization are investigation and crime prevention. These are functions handled by virtually every department surveyed, but 11 of 14 institutions reported having personnel exclusively responsible for these tasks. Nine institutions reported having a dedicated records and evidence custodian.

Six of the surveyed campuses have drug enforcement specialists, while three campuses (UVA, W&M, and LC) participate in drug-related task forces. Six campuses have a victim-witness assistance specialist on staff, while two (LC and W&M) have specialists trained to deal exclusively with sexual-assault cases and victims.

Personnel Training

Table 11 shows the basic training required of all security personnel, as well as the duration of their required Field Training Officer (FTO) program. Every department with

TABLE 11
TRAINING

	Location of Basic Training	Duration of Basic Training	Formal FTO	Provide Academy Instructors
GMU	Approved academy	14.5 weeks	8 weeks	Yes
LC	Central Va. CJA	12 weeks	6 weeks	No
NSU	Hampton Roads CJA	26 weeks	30-60 days	Yes
UVA	Approved academy	12 weeks*	8 weeks	Yes
VCU	App. Acad. at VCU	13 weeks	13 weeks	Yes
W&M	Hampton Roads CJA	11 weeks	60hrs-3 weeks	Yes
CVCC	Central Va. CJA	12 weeks	Month-6 weeks	No
GCC	Blue Ridge Security	N/A	N/A	N/A
NVCC	Nova. CJA	10-11 weeks	3 weeks	No**
HSC	Central Va. CJA	13 weeks	60 hours	No***
LyC	In-house	N/A	Informal–1 mo.	N/A
R-M	Crater CJA	15 wk (min)	6 mo. probation	Yes
SBC	Cardinal CJA	11 weeks	3 months	Yes
UR	App. Acad. at VCU	13 weeks	Approx. 4 mo.	Yes

*UVA–An additional 60 hours of on-the-job training prior to basic training.
**NVa Community College–One officer is a certified range instructor.
***Hampden-Sydney–One officer is a certified firearms instructor.

certified officers sends its personnel to an academy approved by the Department of Criminal Justice Services. Because of the unique policing environment found on college campuses, most departments prefer to hire untrained officers and then send them out for training. Virginia Commonwealth University has its own in-house academy, which trains VCU personnel and outside personnel (e.g., other municipal departments and Richmond Airport Authority officers). The University of Richmond has a partnership with VCU and beginning this year will send its trainees to the VCU school and will provide instructors for the VCU academy. Lynchburg College provides in-house training for its security personnel.

The duration of the basic-training program is fairly uniform across institutions, ranging from 11 to 15 weeks. The basic training at Norfolk State lasts 26 weeks while at the University of Virginia, recruits are given 60 hours of on-the-job training before attending the academy.

Every sampled department with certified personnel has a formalized Field Training Officer (FTO) program. Generally, a graduate of the academy is assigned to a line officer for a duration of anywhere from three weeks (NVCC) to six months (R-MC). The officer learns about campus practices and procedures, patrol routes, and department protocols. Only after completing the FTO is the officer allowed to perform his or her duties alone. The University of Richmond, the College of William and Mary, Norfolk State University, George Mason University, and Virginia Commonwealth University all reported having an FTO manual where the teaching officer checks off various functions as they are performed by the new officer.

Only four campuses with certified officers (Longwood, Central Virginia, Northern Virginia and Hampden-Sydney) do not provide certified instructors to local academies. Both Northern Virginia and Hampden-Sydney did not report providing certified instructors, but both have certified firearms-range instructors on staff.

Specialized Training

Every campus police/security department provides additional training opportunities for their officers beyond the minimum prescribed by law -- currently 40 hours every two years. Table 12 summarizes training in handling sexual-assault cases, Crime Prevention Through Environmental Design (CPTED), and other specialized training beyond that required by law.

All officers are trained in academy in sexual-assault first-contact procedures. Nine campuses provide additional in-service training in evidence preservation and other sexual assault-related topics. Officers at Norfolk State receive additional training through Tidewater Psychiatric Hospital. William and Mary works with AVALON (a rape crisis center in Williamsburg), and officers at the University of Virginia receive training from the Sexual Assault Resource Agency (SARA). Campuses that do not provide additional training (Northern Virginia, Central Virginia and Sweet Briar) or who do not receive formalized training (Germanna and Lynchburg) make first contact and then call in trained student affairs and counseling personnel as well as local police specialists.

TABLE 12
SPECIALIZED TRAINING

	Sexual assault training	CPTED Training	Other specialized beyond mandated*
GMU	Academy, in-services, roll-calls, legal updates.	1 officer	In-services, roll-calls, videotape library with over 50 titles on variety of topics.
LC	Academy, workshops, conferences – two specialists.	1 officer	Workshops, conferences and schools—examples include DUI, RADAR, surveillance van certification.
NSU	Academy, training with Tidewater Psychiatric.	Chief	Firearms, CPR, first aid. 6 officers are certified instructors (2 firearms, 5 CPR).
UVA	Academy, S.A.R.A. training, 8 hrs. victimology from DCJS.	3 (Chief +2 officers	Additional seminars and training classes. 40 hours or more of additional training per year.
VCU	Academy, in-services, roll-calls.	50 (all sworn officers)	Roll calls (1 hr/month), specialized schools, internally-sponsored training seminars.
W&M	Academy, in-services.	1 officer	In-services—examples include breathalyzer, RADAR, investigations, FTO, patrol and traffic control techniques.
CVCC	Academy – call in Lynchburg specialists.	No	Occasional seminars.
GCC	N/A	N/A	N/A
NVCC	Academy – call in Alexandria specialists.	No	Additional classes 7 to 8 times a year.
HSC	Academy, specialized training.	Chief	Breathalyzer, EMT training, victimology.
LyC	In-house – call in Lynchburg specialists.	No	Programs held as needed.
R-M	Academy, in-services.	Chief	CPR and first aid, firearms, legal updates, college-oriented curriculum, crime scene management, alcohol violations.
SBC	Academy.	No	RAD, rape trauma syndrome, drug investigation techniques (DEA), crime prevention.
UR	Academy, in-services.	2	In-services for local topics, weekly roll-call training.

*Virginia mandates 40 hours of additional training for all certified police officers every two years.

Nine institutions have received training in Crime Prevention through Environmental Design (CPTED) from the Department of Criminal Justice Services. The only department to have their entire sworn officer staff trained in CPTED is VCU. Most other campuses have only one or two officers (generally a crime-prevention specialist) with CPTED training. The chiefs at Norfolk State, the University of Virginia, Hampden-Sydney and Randolph Macon are all trained, and at all but the University of Virginia, the chief is the only CPTED-trained officer on staff.

All campuses (with the exception of Germanna) provide in-service training on a variety of other topics. DUI, RADAR, breathalyzer, first aid and CPR are all commonly

cited training seminars. Hampden-Sydney's officers receive EMT training. Sweet Briar's officers attend seminars on rape trauma syndrome and federal Drug Enforcement Administration seminars, and George Mason's officers have access to more than 50 videotapes for additional information and training.

William and Mary mentioned the need for well-trained officers in a number of different contexts. The student-affairs representative said that a college-educated officer is naturally suited to a campus environment, given previous campus experience. The chief and administration contact both mentioned the need for an educational benefit program for their officers. Under this proposal, officers could enroll at an institution other than their institution of employment and have the tuition payment for classes transferred from their own campus to the campus where classes are taken. According to both, this arrangement would be particularly helpful to officers who would like to take classes but are employed at institutions with very competitive academic environments and which have classes scheduled primarily during the day.

Personnel Tenure

Retention of qualified personnel is not a major problem, since none of the departments surveyed is losing officers at a high rate. The lowest average tenure reported was at Sweet Briar, with an average tenure of three to five years. Almost half of the departments cited an average of five to six years of service, while four (the University of Virginia, Longwood, Central Virginia and Northern Virginia) reported average tenures up to and over ten years. (See Table 13 for length of tenure, reasons for leaving the department and contractual obligations.)

When an officer does leave a department, it is usually to increase pay or to further a career by moving to another institutional or municipal police department. Eight departments cited pay as a significant factor for leaving, while eight also cited career advancement as a factor. Virginia Commonwealth University mentioned the disparity in retirement systems as an additional reason for leaving. As regular state employees, officers may retire at age 55, while municipal departments base retirement eligibility on years of service. William and Mary cited pay, not as a problem for retention but as a problem for recruitment. The chief said it is difficult to convince a young officer to take a job at lower pay in a quieter environment than most municipal departments. On the other end of the pay scale, the University of Richmond said that recruitment is not a problem, largely because they have the highest paid force among local police forces, including Henrico County, the City of Richmond, and the State Police.

Since most departments prefer to hire untrained personnel and send them to academies, many have set up minimum contractual obligations for post-academy service. Some departments said that entrance requirements are less stringent to attend an academy through a campus police department. Without contractual obligations, it would be possible for one to attend an academy at an institution's expense and then move to another

department. Sweet Briar and Northern Virginia's obligations require one year of service; George Mason, Virginia Commonwealth, the University of Virginia, William and Mary, and Hampden-Sydney require two; while Norfolk State requires three years of post-academy service.

TABLE 13
PERSONNEL--TENURE AND CONTRACTS

	Average Officer Tenure	Reasons for Leaving Department	Contractual Obligation
GMU	5-6 years	-Higher pay.	1 year if DCJS certified, 2 if not.
LC	11 years	-Retirement. -Advancement to other municipal police.	No
NSU	5-6 years	-Pay. -Go to municipal police.	3 years
UVA	9.4 years	-Pay.	2 years
VCU	6 years	-Pay. -Retirement system.	2 years
W&M	6 years	-Join other departments. -Pay. -Leaving police work.	2 years
CVCC	10 years	-Retirement. -Career change or advancement.	No
GCC	N/A, contracted	-Pay. -Become sworn officers.	N/A, guards are on outside contracts.
NVCC	10-12 years	-Retirement. -Go to other campus or municipal departments.	1 year
HSC	6 years	-None.	2 years
LyC	6 years	-Pay. -Become certified officer.	No
R-M	None in 3 years	-Involuntary separation.	No
SBC	3-5 years	-Higher pay.	1 year
UR	5 years	-To pursue other careers.	No

Campus Police and Security Departments -- External Relations

Institutional police and security departments must deal with students, staff, and administrators at their colleges or universities. In addition, the campus is located within another law enforcement department's jurisdiction, necessitating coordination and cooperation with local police departments. The following section discusses these relationships.

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Contacts with the Administration

Police and security departments report to three main types of administrators. Ten institutions have the department report to a business administrator, such as the treasurer or the vice president for finance. At two institutions, Central Virginia Community College and Lynchburg College, buildings-and-grounds or physical-plant personnel supervise the department and report to the business administrator. The police at Longwood College and Hampden-Sydney College report to student-affairs officers.

Because of their different perspectives and roles at the institution, campus business administrators are apt to differ from student-affairs administrators in their approach to campus security. Business administrators look at the number of campus incidents, equipment and personnel needs, and available resources. They also consider the legal aspects of the campus police's actions and attempt to protect the institution from liability. Student-affairs administrators are generally more active in working with student programming, organizations, and residence halls.

Some administrative contacts in business offices had a more student-directed perspective on campus security. Business administrators at large colleges and universities with substantial security concerns take a more active role in all aspects of security. Steven Moore, assistant vice president for human resources at Virginia Commonwealth, chairs the University Security Council. Leonard Sandridge, Executive Vice President for the University of Virginia, examines innovative uses of resources and equipment in addition to taking security walks around the grounds and the fraternity area. UVA decided to have the police chief report to a senior administrator to send the message to the community that the police are an integral part of the university community. Curtis Maddox, Norfolk State University vice president for operations, and William Merck, vice president for administration and finance at William and Mary, both work closely with the campus police and express concern for the needs of students.

William Merck at William and Mary feels that having the police under the control of the business department is advantageous because of the inherent conflict between student affairs' emphasis on student rights, and business affairs' emphasis on school policies and state and local laws. The two institutions where the police do report to student affairs believe that they have the best arrangement. Phyllis Mable, vice president for student affairs at Longwood, thinks that combining the campus police with student affairs is ideal since the police are there for the students. Hampden-Sydney moved its police department to the dean of students' office four or five years ago.

Administrators at Virginia Commonwealth University, the University of Virginia, and the College of William and Mary were pleased with the balance that their security departments strike between being a full-fledged police force and respecting the special needs of a college campus. Efforts to increase community policing, another way to bring the

police closer to the community, were mentioned by administrators at Virginia Commonwealth University, Norfolk State University, and the University of Richmond.

Most administrators reported good communication and satisfaction with the police or security department, but several expressed specific needs. William Ball, treasurer at Randolph-Macon, is satisfied with the department but stressed that resources are needed to increase services. Curtis Maddox at Norfolk State needs more police personnel to increase campus patrols and to sponsor more crime-prevention programs. Phyllis Mable would like for Longwood to have enough police personnel to handle its own dispatch instead of depending on the Farmville office.

Police supervisors must consider the need for new services, equipment, and programs. Several administrators had specific suggestions for the departments. Leonard Sandridge is working with the UVA police to pursue innovations such as camera equipment and card-access systems. John Poole at Central Virginia Community College would like to improve the radio communications system and is considering reevaluating the role of their police department. William Merck at William and Mary would like the College to deter the spread of crime through highly trained officers, state-of-the-art equipment, and increased bike patrols. Curtis Maddox at Norfolk State would like to see more sharing of information and ideas between departments at different institutions.

Advisory committees and communication with students

Ten of the fourteen institutions have committees that address institutional and community concerns with the police or security department. These committees are sponsored by the institution, the police department, or both. At Germanna Community College and Northern Virginia Community College, the main student government organization takes an active role in campus security. Germanna also formed a student task force to study substance abuse and sexual assault and to plan prevention programs. George Mason and Randolph-Macon have crisis-response teams that convene and act in the event of a crisis, such as sexual assault or natural disaster, which affects the community. George Mason has also formed a special committee, chaired by the department's crime-prevention specialist, to oversee security concerns for the new University Center that will be completed in January, 1995.

The other committees are general advisory boards for the institution and the police or security department. The Safety and Security Committee at the University of Virginia and the University Security Council at Virginia Commonwealth serve as conduits of communication between a large student body and the police department. The police chief at the University of Richmond formed three advisory committees to make sure all students were able to voice their security concerns. Of particular note is the Minority Students advisory committee, which has informed the administration of the special concerns of minority students on a predominantly white campus. Hampden-Sydney is considering starting an

advisory committee to foster rapport between police and students so that the students might see the police as allies rather than adversaries.

Other than formal campus committees, colleges and universities have a wide variety of methods for soliciting opinions from faculty, staff, and students on security concerns. Common methods include surveys, campus forums, and informal contact and communication. Campus police and security departments often take night walks with students to locate potential security problems or unlit areas. The police chief at Northern Virginia Community College often speaks informally with students and later offers responses and suggestions to address their concerns. The chief of the Norfolk State police reports a good rapport with students and maintains an open-door policy for student comments. The University of Virginia and Virginia Commonwealth survey every fifth person who has had contact with the department, and the University of Richmond conducts a similar survey by randomly selecting five people per month who have made calls to the department. The chief of police at Sweet Briar makes periodic visits to the offices of administrators. The Director of Student Services at Longwood College reports on campus security quarterly to the Board of Visitors and in turn reports the Board's security concerns back to the institutional police.

Relationship with the counseling department

The role of police and security departments often overlaps with that of the counseling department. Police and security must work closely with counseling to handle incidents such as sexual assault, alcohol use, and suicides. The counseling department also may have contact with students who have information on crimes which have not been reported to the police. All the surveyed institutions have counseling departments. At Lynchburg College counseling consultation and support is coordinated through the office of the dean of student affairs.

All the colleges and universities report positive relationships with their counseling centers, but police officers are sometimes frustrated when they refer students to counseling centers and then are unable to get feedback because of confidentiality at the center. Virginia Commonwealth police receive informal information from the counseling center about unreported crime, which helps the department get a better idea of the occurrence of incidents at the University. At the University of Virginia, the counseling center assists with third-party reporting for sexual assault and other crimes. The counseling staff at Longwood are on call for the police department 24 hours a day, as they are at other institutions. The counselors at Sweet Briar train officers in crisis intervention and participate in the Operation Safe Campus committee.

Relationship with students and student affairs

Personal interviews were conducted with eleven student-affairs administrators and deans of students; the remaining three were contacted by phone. Among the public institutions, student affairs administrators seem very satisfied with their police or security departments. Student-affairs officers at the suburban and rural private schools in the survey added that students generally feel safe at these institutions.

At the same time, student-affairs administrators spoke frankly about their concerns with respect to security at their institutions. Robert Bashore, dean of student services at Central Virginia Community College, would like to see emergency phones and alarms, even though he said the students have not requested them. Robert Canaveri, interim vice president for student affairs at the University of Virginia, believes that students are generally having too much fun to worry about their security in some areas, such as the "Corner" in Charlottesville, but the police and the administration work actively with local police to patrol the area and improve lighting. Student affairs administrators have attempted to increase student awareness of safety by sponsoring programs with the police and security department.

Student opinions of the police or security department fall into three main types. Some administrators reported their students to be generally satisfied with the police or security departments at their institutions. A second group of student-affairs officers, from universities in high-crime areas, said that students are satisfied with the work of their police departments and recognize that the high level of crime and difficulties of enforcement are a result of the outside environment. A third group of student-affairs administrators report that students find police to be an annoyance when they enforce parking ordinances, control alcohol, or make DUI arrests.

Student-affairs representatives cite several major security concerns of students. They include lighting, emergency phones, escort services, sexual assault, theft of bikes and other petty theft, and tensions caused by increasing ethnic diversity. George Mason, Virginia Commonwealth, Norfolk State, and the University of Virginia have had problems with non-students at student parties and around campus. Administrators report that students, notwithstanding other complaints of police intrusions, also express the desire for more police visibility, believed to be a deterrence to crime. However, resources do not permit most institutions to have the police visibility that they need, especially in urban areas.

Student affairs officers reported that the most prevalent concern of students was parking, not their personal safety. This satisfaction could be deceptive, however, since administrators feel that many college students have an attitude of invincibility. The administrators at George Mason University and Northern Virginia Community College report a high student awareness of crime prevention , but those institutions and the other twelve student affairs and police and security departments are continuously working to offer new safety-awareness programs.

Timely Notices/Press Releases

The Student Right-to-Know and Campus Security Act (PL 101-542) requires colleges and universities to have mechanisms for reporting security threats to the campus community. Table 14 lists how each institution addresses this requirement. Eight institutions use flyers as their primary means of warning students of threats. The University of Richmond has an eye-catching "Officer Mike" flyer which students easily recognize. Hampden-Sydney College posts notices and also sends bulletins to neighboring colleges. William and Mary prepares and posts bulletins whenever an incident occurs and distributes flyers door-to-door in residence halls. Longwood College uses flyers, electronic bulletin boards, and voice mail.

TABLE 14
TIMELY REPORTS AND PRESS RELEASES

	Form of reports of threats to the campus community	Press Releases issued by
GMU	Press releases, weekly media contact, "flash" bulletins.	Police P.R./ Info. Ser.
LC	Dean of students issues reports to residence halls, commuter students, faculty, and staff. Flyers on bulletin boards in residence halls and around campus, voice mail notices.	P.R./ Info. Ser.
NSU	Weekly notice in student newspaper.	P.R./ Info. Ser.
UVA	Press releases to all media including student papers, daily police log in Univ. main frame.	Police P.R./ Info. Ser.
VCU	Student newspaper, local newspapers, bulletins posted on buildings and distributed in residence halls, Crime Watch flyer, student/employee orientation.	Police (if requested) P.R./ Info. Ser.
W&M	VP for student affairs prints flyers within 24 hours, occasionally door-to-door distribution. Security column in student paper.	Police P.R./ Info. Ser.
CVCC	Dean of students' office leaves messages on voice mail or issues memos to faculty/staff.	Dean of Students
GCC	Not enough incidents to have policy.	Info. Officer
NVCC	Notices released by administration to faculty.	P.R./ Info. Ser.
HSC	Special bulletins, flyers, message board on campus T.V. station, send notices to neighboring colleges.	P.R./ Info. Ser.
LyC	Dean of student affairs and security office make flyers for campus mail and to post on bulletin boards.	P.R./ Info. Ser.
R-M	Dean of students and Res. Life office issue warning bulletins.	P.R./ Info. Ser.
SBC	Student newspaper, flyers on bulletin boards, special notices during hunting season.	P.R./ Info. Ser.
UR	Crime-alert bulletins posted strategically around campus, student radio and paper.	Police (99% of time)

The issuance of security press releases is also detailed in Table 14. Virginia Commonwealth and the University of Virginia primarily use press releases. The University of Virginia has direct FAX access to the major media, including student newspapers. The University of Virginia has had some problems with the student newspapers' lack of consistency in publishing a weekly crime report. The administration would prefer more cooperation from student publications in order to prevent the spread of false rumors about security dangers. Norfolk State University relies on weekly published notices in the student newspaper.

Community colleges have unique problems with timely notices, since students are on campus at random times. Central Virginia Community College and Northern Virginia Community College rely on faculty to notify students. The administration at Germanna is hesitant to post notices for fear of alarming students, but the students themselves have requested a prominent bulletin board space on which to post security notices.

In addition to issuing timely reports of crime, campus police and security must respond to other requirements of the Student Right-to-Know and Campus Security Act. See Appendix 3 for another Council report about campus sexual-assault reporting and policy.

Local Police--Cooperative Agreements

Colleges and universities must work closely with the local police, since the campus is within the jurisdiction of another law enforcement agency. They must also work together to fully comply with Student Right-to-Know reporting mandates. Table 15 describes campus police departments' authority off-campus. Campus security forces do not have any authority off-campus. Nine of the twelve police departments with arrest authority have some formal arrest authority off-campus beyond the "hot pursuit" provisions in the Code of Virginia (§19.2-77). Under hot pursuit, a campus police officer can cross jurisdictional boundaries to follow and arrest those suspected of criminal activity on campus. The administration supervisor for the William and Mary department would like to extend their jurisdiction so the institutional police have the authority to protect the students from threats that are just off-campus.

Longwood College and Hampden-Sydney College have officers who are cross-sworn as members with full authority as deputies of local law enforcement agencies. The University of Richmond usually only exercises authority as the first responder to an incident off-campus. When the local police arrive, the University of Richmond police allow them to take control. Norfolk State University, the University of Virginia, and Virginia Commonwealth University have cooperative patrol or mutual aid agreements with the local police, which are explained later in this section. Only George Mason, Norfolk State, and the University of Virginia regulate activity off-campus and patrol off-campus areas.

TABLE 15
OFF-CAMPUS JURISDICTION

	Arrest Authority Off-campus	Regulate Off-campus Activity	Respond to Off-campus Incidents	Notes
GMU	Yes	Yes	Yes	
LC	Yes	No	Yes Often assist town & county	Some officers cross-sworn as town deputies. Participate in regional drug task force.
NSU	Yes	Yes	Yes	Cooperative patrol agreement with Norfolk.
UVA	Yes	Yes	Yes	Cooperative patrol with C'ville police. One officer cross-sworn with city/county, participate in federal drug task force. Local police inform UVA police of student crime off-campus. Joint 911 center.
VCU	Yes	No	Yes If requested by Richmond PD	Jurisdiction to adjacent and neighboring streets, sidewalks, and highways. Shares substation with City of Richmond in Monroe Park.
W&M	No	No	No W'burg rarely asks for asst.	Off campus only if a life is threatened. Would like increased jurisdiction.
CVCC	No	No	No	Jurisdiction only of campus and adj. streets.
GCC	N/A	No	No	
NVCC	Yes	No	Yes For classes at local high school	Rarely asked for assistance by Alexandria police.
HSC	Yes	No	Yes If county requests asst.	Jurisdiction 2 miles from center of campus due to classification as special police. 3 of 4 officers cross-sworn county deputies.
LyC	n/a	No	No	
R-M	No	No	No	No formal referral process for student violations off-campus.
SBC	Yes	No	No	Hot pursuit as special police (Va.Code §15.1-144).
UR	Yes	No Hire city police for big activities off-campus	Yes As first responder or at request of local police	Authority on all property owned or leased by the university. UR police are often the first responder off-campus; local police take over when they arrive.

Only four institutions have formal agreements with local police departments, as shown in Table 16. The University of Richmond has a written directive for dealings with local police, but it is not a formal agreement. Formal agreements take two forms: agreements for mutual aid and cooperative patrol agreements. Mutual aid implies that institutional police have police authority off-campus when their aid is requested by local authorities. George

Mason University is part of the Northern Virginia Mutual Aid Agreement and has legal jurisdiction over the campus and adjacent streets. Virginia Commonwealth University has an agreement with the Richmond police for the Richmond police to notify the VCU police when a student has been involved in a major crime off-campus. The two departments also have a formal agreement outlining jurisdictional authority. The University of Virginia has a mutual aid agreement with both Charlottesville and Albemarle County.

The second type of formal relationship is a cooperative patrol agreement. Such an agreement outlines a specific geographic area where the two departments have concurrent jurisdiction. Norfolk State and the University of Virginia have cooperative patrol agreements with Norfolk and Charlottesville respectively. VCU has a cooperative patrol agreement covering Monroe Park and the Grace Street area of campus. The remaining ten institutions have informal agreements with local police, although the directive of the University of Richmond has as much detail as a formal agreement.

The survey asked each campus police chief or director to characterize the institution's relationship with local law enforcement. Members of local police departments expressed their view of the relationship through phone interviews. (See Appendix A for names of local police representatives.) Most campus security and police directors spoke very highly of their relationship with local police. The two institutions with cooperative patrol agreements, Norfolk State and the University of Virginia, have exceptionally good relationships with local police. The University of Virginia works with Charlottesville and Albemarle County in mutual aid, sharing information, and administering the Mobil Watch Program. Albemarle police have patrol teams for Charlottesville areas close to campus and operate a joint substation to coordinate patrol of these areas. The chief of the Albemarle County police feels the three departments are on the cutting-edge of mutual aid agreements. Norfolk State and the Norfolk police have excellent communication and a dynamic relationship which is able to accommodate changes in the surrounding environment. An officer with the Norfolk Police Department characterized their relationship with Norfolk State as "better than excellent."

The business manager at Germanna Community College described an excellent relationship with the Orange County sheriff's office, which patrols the college regularly. The sheriff would like to see even more collaboration between the college and the sheriff's office. The Ashland police chief has several suggestions to improve his relationship with the Randolph-Macon campus safety office. In his view, the current arrangement causes Randolph-Macon to rely too heavily on the Ashland police, makes accountability difficult, and creates potential jurisdictional problems. The Ashland chief suggests that there be some clarification of lines of authority. Randolph-Macon also tends to handle violations internally, occasionally without notifying the Ashland police. The chief worries that this might send a message to students that they are not responsible for their misconduct and that the Ashland police are adversaries. The Ashland police department has attempted to improve

TABLE 16
RELATIONSHIP BETWEEN INSTITUTIONS AND LOCAL POLICE

	Formal Agreement approved by Board	Informal Practices
GMU	Yes	–
LC	No	Share dispatch, information, input on policy changes. College often assists town.
NSU	Yes	–
UVA	Yes	–
VCU	Yes	–
W&M	No	Cooperative patrol agreement under review. Each responds when other requests assistance.
CVCC	No	Lynchburg police respond immediately, patrol campus regularly. Lynchburg P.D. reports incidents back to CVCC police.
GCC	No	Will work on developing agreement.
NVCC	No	Professional courtesy.
HSC	No	Local police respond to calls for assistance and assist at planned activities. If HSC police respond off campus, local police take the lead.
LyC	No	Local police patrol regularly. Local police inform admin. of off-campus student violations, meet with Dean of Student Affairs twice a year to discuss concerns.
R-M	No	Have prepared a draft copy of Memo of Understanding with local police.
SBC	No	Local police assist with major crimes and if SBC police lack proper resources. Assist local police when request.
UR	No	Chief wrote directive to department concerning how to deal with local police.

communication by requesting that Randolph-Macon report all felonies to them. The director of the Campus Safety office at Randolph-Macon described the relationship with the local police as excellent, but he would like to be more involved in monitoring off-campus student conduct. Other local police also expressed a desire to be more consistently informed about campus violations of Virginia law. An officer with the Henrico County police even suggested that all Richmond Metropolitan area police use a single radio frequency, one that would include both universities.

Combined Efforts

College and university administration, campus police or security, local police, and Commonwealth's attorneys must coordinate investigation and prosecution of violations of school policies and especially of criminal offenses. Table 17 shows the involvement of all of

TABLE 17
INVESTIGATION OF AND DISCIPLINE FOR SCHOOL POLICY VIOLATIONS

	GMU	LwC	NSU	UVA	VCU	W&M	CVCC	GCC	NVCC	HSC	LyC	RM	SBC	UR	TOT
Students/faculty/staff															
Campus Police	X	X	X	X	X	X	X		X	X	X	X	X	X	13
Local Police			X												1
Institutional Atty.	X	X	X	X	X							X	X		7
Commonwealth's Atty			X											X	2
President			X					X				X			3
Provost						X			X			X			3
Dean of Students		X		X	X	X	X	X	X	X		X			9
Student Affairs	X	X				X					X		X		5
Human Resources					X	X									2
Other*		X		X				X		X			X		5
By non-students															
Campus Police	X	X	X	X	X		X		X	X	X	X	X	X	12
Local Police			X				X	X			X				4
Institutional Atty.		X										X	X		3
Commonwealth's Atty		X	X	X				X						X	5
President			X					X							2
Dean of Students								X		X					2
Student Affairs											X		X		2
Other**		X						X	X	X		X	X		6

Faculty/Staff/Students:
Note: Student Affairs/Dean of Students involved only in student cases, personnel only in faculty/staff cases.
*Other UVA – Heads of departments for faculty members.
Germanna – Other college deans.
Hampden-Sydney – Student Court Chairman.
Sweet Briar – Dean of the College.
Non-Students:
**Other Longwood – listed only as "Other campus administrators."
Germanna – Other college deans.
Northern Virginia Community College – Dean of College and Business Manager.
Hampden-Sydney – Student Court Chairman.
Randolph-Macon – Treasurer.
Sweet Briar – Dean of College.

these parties in the investigation of and discipline for alleged violations of institutional policy. Table 18 provides information about prosecution of students and non-students for

TABLE 18
INVESTIGATION AND PROSECUTION OF CRIMINAL OFFENSES

	GMU	LwC	NSU	UVA	VCU	W&M	CVCC	GCC	NVCC	HSC	LyC	RM	SBC	UR	TOT
Students/faculty/staff															
Campus Police	X	X	X	X	X	X	X		X	X	X	X	X	X	13
Local Police			X				X	X	X	X	X	X	X		8
Institutional Atty.												X			1
Commonwealth's Atty	X	X	X	X	X	X	X	X		X	X		X	X	12
President			X					X				X			3
Other Administrators*								X	X	X	X	X	X		6
By non-students															
Campus Police	X	X	X	X	X	X	X		X	X	X	X	X	X	13
Local Police			X				X	X	X	X	X	X	X		8
Institutional Atty.												X			1
Commonwealth's Atty	X	X	X	X	X	X	X	X	X	X			X	X	12
President			X					X				X			3
Other Administrators**								X	X	X	X	X	X		6

Notes:
Faculty/Staff/Students:
*Other Administrators:
Germanna – Other campus deans.
Northern Virginia Community College – Provost
Hampden-Sydney – Dean of Students.
Lynchburg – Dean of Student Affairs.
Randolph-Macon – Dean of Students.
Sweet Briar – Dean of Student Affairs, V.P. and Treasurer.
Non-Students:
**Other Administrators:
Germanna – Other campus deans.
Northern Virginia Community College – Provost.
Hampden-Sydney – Dean of Students.
Lynchburg – Dean of Student Affairs.
Randolph-Macon – Treasurer.
Sweet Briar – V.P. and Treasurer.

criminal offenses. The results are identical for investigation of students and non-students. Campus police and local police cooperate in the prosecution of criminal violations by students in seven of the institutions. The Commonwealth's attorney, however, is very involved in investigation and prosecution of student crime at 12 of the 14 institutions. Randolph-Macon does not deal personally with the Commonwealth'sattorney, but all criminal offenses at the college are turned over to the Ashland police, who are closely involved with

the Commonwealth's attorney. George Mason reports an especially good relationship with their Commonwealth's attorney, whom both police and administrators mentioned very favorably

Criminal prosecution and campus judicial hearings often occur simultaneously. The institution or the Commonwealth's attorney may occasionally want to delay one hearing for evidentiary reasons, but most institutions prefer to proceed with their disciplinary process, given the typical length of criminal prosecution. Administrators are usually not involved in criminal prosecution. There can be some conflict between campus police or security, local police, and campus administrators concerning when to proceed with prosecution and investigation. The police at Virginia Commonwealth mentioned that their faculty has occasionally tried to become involved in criminal prosecutions, but they generally do not succeed in changing the decision of the police. Norfolk State's police has had a few conflicts with the administration, but usually the administration follows and concurs with police actions.

Campus Police and Security Departments--Needs and Special Concerns

The most common request from the police and security departments was for additional resources and personnel. Table 19 lists the most common strains on resources. Four departments indicated they had appropriate staffing for their current needs, but ten of the fourteen departments cited a need for additional personnel. Given the unlikelihood of new hires in the present fiscal climate, departments will need to undergo a workload analysis that studies how existing resources can be deployed more effectively and how services will need to be reconfigured in order to meet the most pressing needs.

The police and security departments cited a wide variety of services and situations which place a strain on their resources. Eight institutions believe special events, such as football and basketball games and student parties, significantly strain their resources. Special events are particularly time-consuming for the police department at the University of Virginia, which attracts large crowds for football and basketball games, has many student parties on and off campus, and is frequently the site for national events and visits by dignitaries.

Longwood provides security for student organizations that are supposed to pay for their security, but often student groups do not coordinate billing and the police must absorb the cost of security for the event. Hampden-Sydney and Sweet Briar each have large numbers of visitors from other schools who come to their social events, occasionally causing the campus population to double or even triple. The other four institutions who cited special events as a strain on their resources are University of Richmond, Randolph-Macon, Norfolk State, and Lynchburg College.

The second highest response category is coverage of basic services. University of Richmond and Sweet Briar have personnel shortages due to training requirements. Sweet

Briar is also sometimes short of personnel due to emergency leave and sickness. Hampden-Sydney must schedule "down times" due to lack of personnel. George Mason and Northern Virginia Community College also cited personnel shortages as a particular strain. Germanna Community College and Longwood College have problems with unbudgeted security-related expenditures.

Five departments feel their resources are overspent in the area of non-police duties. The escort service at Virginia Commonwealth has grown enormously and requires much department time. Northern Virginia Community College Police pick up audiovisual equipment and make bank deposits, and Central Virginia Community College police give visitor information.

Alcohol use is very common on college and university campuses. The University of Richmond, Randolph-Macon, and William and Mary responded that drug and alcohol violations are a strain on their resources. The other strains on police or security resources include: routine patrol, accreditation activities, responding to false fire alarms, theft, prolonged investigations, natural emergencies, and protecting student property on holidays.

TABLE 19
STRAINS ON RESOURCES

	Responses (41 Total)	# of Institutions Citing
Special Events (Athletics, conferences, student parties, concerts, summer programs)	12	8
Lack of money or personnel (Budget constraints, personnel shortages from training or sickness)	10	7
Non-Police Duties (Escorts, parking, non-criminal calls for service, visitor info.)	8	5
Alcohol or Drug Offenses	3	3
Other (Patrol, investigations, emergencies, holidays, alarms, theft, accreditation)	8	7

One question in the survey asked respondents to discuss unique problems facing their campus not already discussed elsewhere in the survey. Virginia Commonwealth University continued its discussion of hospital security concerns by mentioning the presence of a prison ward in the medical facility. They also cited an establishment called the Daily Planet, a local homeless shelter adjacent to the campus, which provides additional security concerns.

Randolph-Macon's chief was concerned that private schools are expected to meet certain requirements without any monetary assistance from the state. He does not participate in the professional organization, Virginia Campus Law Administrators (VACLEA), because he feels it is dominated by large state schools. He would be interested in a separate organization for private schools to share information, sponsored by SCHEV and/or DCJS. He is also concerned that people will misconstrue no alcohol arrests as a lack of enforcement when Randolph-Macon is active in both education and campus sanctions. George Mason cited several areas that increasingly are consuming its resources: hate crimes, sexual harassment, Americans with Disabilities Act compliance, and compliance with OSHA's Bloodborne Pathogen legislation (in terms of equipment, training, and inoculations). One of the major security concerns at Sweet Briar College is the numerous road trips students make to neighboring colleges.

CONCLUSIONS AND RECOMMENDATIONS

Campus police and security departments in Virginia address concerns far removed from the traditional notion of campus security guards locking buildings at night. In fact, many of the departments surveyed here provide as many police services as would many small to mid-sized municipal departments. Various Virginia institutional police departments use computer-aided dispatch systems, provide victim-witness assistance programs, and adhere to community policing precepts -- all services considered on the cutting edge of municipal policing.

In addition to their traditional police functions, institutional police and security departments are in environments requiring unique programming and approaches to policing. Integration into the campus community is a prevalent theme on campuses throughout the Commonwealth. Campus police must constantly coordinate their efforts with students, administrators, and local authorities in order to fulfill their varied missions. Campus police and security departments also are involved in such non-traditional police functions as campus escort services and self-defense programming.

The findings and recommendations resulting from the study follow.

1. Most of the police and security departments in the study cited a need for additional security personnel to meet the needs of their campus.

Recommendation Campuses should work with the Department of Criminal Justice Services to conduct a workload analysis of the institutional police and security departments that emphasizes more effective use of existing resources.

2. While some institutions have formal written agreements with police in local jurisdictions, many do not. Clarifying working relationships can assist both campus police departments and local police by delineating authority and roles.

Recommendation Institutional police and security departments should continue to work with the Department of Criminal Justice Services to implement formal agreements between localities and institutions.

3. When a crime is reported on campus, some security and police departments use minimum measures -- e.g., weekly notices in student newspapers -- to notify the community. Other campuses employ extensive notification procedures, e.g., posting flyers in heavily traveled locations, distributing flyers to every residence hall room, electronic mail, and video messages.

Recommendation Campus administrators should review their methods of notifying the community when a crime occurs and use the most complete, accurate, and timely methods that are feasible for their campus.

4. Many institutions have police and security personnel trained in the Department of Criminal Justice Services' Crime Prevention through Environmental Design (CPTED) program. However, the police and security departments are not always involved in the reviews of plans for new buildings or for building renovations.

Recommendation Every institution should include its campus security or police department early in the process of reviewing building plans to ensure that adequate attention has been given to design characteristics that promote crime prevention.

5. Campus police and security departments employ a variety of methods to maintain security. The methods differ widely in cost and in effectiveness.

Recommendation Institutions should continue to search for cost-effective and efficient methods of maintaining campus security. Examples include the use of video equipment, computerized card-key access systems tied to individual ID cards, community policing, and electronic surveillance.

6. The policy manuals of the campus police and security departments describe their work on campus. Some departments have extensively developed policies; others have less well-defined ones.

Recommendation The Department of Criminal Justice Services should undertake an analysis of the policy manuals of the campus police and security departments to verify that the manuals accurately describe the departments' roles, characteristics, training, functions, and authority, as determined by this study.

APPENDIX A
Campus Administrators and Local Police Chiefs

	Admin. Contact	Student Affairs	Local Police
GMU	Stanley Taylor- Associate VP for Operational Services	Ken Bumgarner- Assoc. VP and Dean of Students Gerald Mulherin- Assoc. Dean of Stu. Services	Chief John Skinner- Fairfax City Chief Michael Young- Fairfax County Chief William Stover- Arlington Co. Chief Charlie Dean- Prince Wm. Co.
LC	Phyllis Mable- VP for Student Affairs	Hilton Hallock- Dir. of Student Services	Chief Otto Overton
NSU	Curtis Maddox- VP for Operations	Sharon Lowe- Asst. VP for Student Affairs	Major Shelton Darden- Norfolk
UVA	Leonard Sandridge- Exec. VP	Robert Canaveri- Dean of Students and acting VP for Student Affairs	Captain Rhodenizer- C'ville Chief Miller-Albemarle County
VCU	Steven Moore- Asst. VP for Human Resources Student Relations	Richard Wilson Assoc. Provost for Student Affairs	Captain Jenkins- Richmond
W&M	Bill Merck- VP for Admin. and Fin.	Sam Sadler- VP for Student Affairs	--
CVCC	John Poole- Dean of Fin. and Admin.	Robert Bashore- Dean of Student Services	Commander Coleman- Lynchburg
GCC	Janice Nicholson- Business Manager	Hortense Hinton- Dean of Student Services	Sheriff Bill Spence- Orange County
NVCC	Stuart Travis- Business Manager	John Popeck- Dean of Student Development	--
HSC	Lewis Drew- Dean of Students	Lewis Drew- Dean of Students	Sheriff Gene Southall
LyC	Paul Gorman- Physical Plant Mgr.	Dennis Roberts-Dean of Student Affairs	Commander Coleman- Lynchburg
R-M	William Ball- Treasurer	Kathryn Hull- Asst. Dean of Students and Dir. of Residential Life	Chief Rochat- Ashland
SBC	Tom Conners- VP and Treasurer	Robert Barlow- Director of Student Affairs	--
UR	Lou Moelchert- VP for Busin. and Fin.	Leonard Goldberg- VP for Student Affairs	Captain Jenkins- Richmond Major Fox- Henrico County

APPENDIX B

Campus Security Act and Sexual-Assault Policy: An Analysis Report

During the summer of 1993, the Council of Higher Education conducted an analysis of the institutional response to the Campus Security Act and to the Council's policy and procedure recommendations about campus sexual assault. Fifty colleges and universities submitted the information for this review. With the exception of student handbooks or catalogues, the method and scope of distribution of these materials is unknown. The following pages summarize the analysis. The appendices include institutional-specific data used in the report. In the tables in this report, N/A indicates the information was not available.

In reviewing the report, it should be noted that the Commonwealth of Virginia and the federal government have less control over private colleges and universities than they do over state-supported institutions. Therefore, private colleges' policies generally incorporate fewer of the official requirements

Campus Security Act

Most institutions began to publish materials following the passage of the Campus Security Act. Almost all public colleges and universitates publish at least crime statistics, and many include information about reporting crimes, security and access, and the role of campus police in law enforcement. Fifty-eight percent of the institutions give details of crime-prevention and security programs. Forty-eight percent articulate a policy on the monitoring of off-campus organizations, but sixteen percent have a policy of not monitoring off-campus activities. Public residential colleges address off-campus monitoring more thoroughly than community colleges and private institutions.

The Campus Security Act also requires that colleges make timely reports of threats to the campus community, such as burglaries and sexual assault. Even though institutions detailed annual statistics, only fifty percent mention the method for informing faculty and students of imminent threats. Only one-third of institutions state whether they disclose hearing results to the accuser; those that did mention disclosure included it with their sexual-assault policies.

Overall, most institutions are making an effort to publish informative brochures in compliance with the Campus Security Act, but many need to make these materials more inclusive of all of the required provisions. Institutions with the most informative and encompassing materials include George Mason, James Madison, Radford, University of Virginia, Virginia Commonwealth University, Virginia Tech, Virginia State, William & Mary, Hampden-Sydney College, University of Richmond, Virginia Wesleyan, Blue Ridge Community College, Eastern Shore Community College, Piedmont Virginia Community

College, Southwest Virginia Community College, Tidewater Community College, Virginia Highlands Community College and Wytheville Community College.

Table 1- Institutional Compliance with the Campus Security Act
Number of Institutions Including Information

Required Information	Public Residential	Public Community Colleges	All Public	Private	All Institutions
Procedures for reporting	12 of 15	17 of 24	29 of 39	9 of 11	38 of 50
Policies for security & access	12/15	15/24	27/39	9/11	36/50
Policies about campus law enforcement	13/15	16/24	29/39	9/11	38/50
Programs about prevention	12/15	10/24	22/39	7/11	29/50
Crime statistics	14/15	22/24	36/39	7/11	43/50
Policies about monitoring off-campus					
Yes	9/15	3/24	12/39	4/11	16/50
No	2/15	5/24	7/39	1/11	8/50
n/a	4/15	16/24	20/39	6/11	26/50
Timely reports	10/15	8/24	18/39	7/11	25/50
Disclose result to victim	9/15	3/24	12/39	5/11	17/50

Sexual-Assault Policies and Procedures

Policy and Awareness

Sexual-assault policies range from non-existent to quite detailed. The institutions that do not have a specific policy addressing sexual assault do have prohibitions in their disciplinary codes against violating local or state laws.

Even colleges and universities that do not have well-defined sexual-assault policies offer programs on sexual-assault prevention and awareness. Many of Virginia's community colleges are beginning their work on sexual assault with such programs. Community

colleges with good programs include Eastern Shore, Lord Fairfax, Patrick Henry, and Piedmont Virginia. Some community colleges have shifted their emphasis to domestic or partnership violence, which may be more appropriate, given their non-residential status and older student populations. Senior institutions with exceptional programming efforts include Virginia Tech, William and Mary, George Mason, Lynchburg College, Roanoke College, and Virginia Wesleyan. For several years Washington and Lee has conducted extensive student surveys and programs on sexual behaviors and attitudes.

Table 2- Specific Policy Addressing Sexual Assault
Number of Institutions

Have SA policy?	Public Residential	Public Community Colleges	All Public	Private	All Institutions
Yes	11 of 15	11 of 24	22 of 39	5 of 11	27 of 50
No	2/15	10/24	12/39	6/11	18/50
not available	2/15	3/24	5/39	0/11	5/50

Victim Assistance

Victim assistance involves procedures and information designed for a victim of a sexual assault. Institutions should have a sexual-assault coordinator; a sexual-assault protocol; and advice for the victim on medical, psychological, and legal options.

Most institutions at least have a pamphlet for victims, even if it is not institution-specific. James Madison, Mary Washington, Randolph-Macon, William and Mary, and Virginia Wesleyan have excellent protocols. Virginia Tech uses peer advising. Virginia Military Institute has extensive checklists for all staff and a detailed response procedure. William and Mary has very good protection for the victim, both medical and psychological, and also procedural protection at the hearing.

Table 3- Victim Assistance
Institutions with a Sexual-Assault Protocol, Coordinator, and Advice for the Victim

Have all three?	Public Residential	Public Community Colleges	All Public	Private	All Institutions
Yes	9 of 15	8 of 24	17 of 39	5 of 11	22 of 50
No	3/15	13/24	16/39	4/11	20/50
not available	3/15	3/24	6/39	2/11	8/50

Judicial Procedures

Judicial procedure is the area that needs the most improvement. A procedure which is specific to sexual assault need not completely differ from those for other violations; it only needs to incorporate some aspects which are unique to sexual assault. These include, but are not limited to, training the hearing body, establishing victim and accused rights and rules regarding testimony, and advising the victim of the option to bring charges. Public residential colleges have the most extensive procedures. Many community colleges are just beginning their work on sexual assault and have not yet evaluated their judicial procedures.

No college or university fully addresses the rights of the accused during investigation or pre-hearing interrogation. The University of Virginia states that the accused will have due process before the hearing, but the University policy does not specify the nature of the protection.

Common omissions include the victim's right to appeal, advising the accused on the overlap of the campus hearing and criminal proceedings, the standard of evidence, and prohibitions regarding questioning the accuser on previous sexual history.

An institution does not have to provide a separate hearing body or procedure for sexual assault, but Ferrum, Randolph-Macon, the University of Virginia and Washington & Lee do use a separate hearing board or mediation.

The institutions in Table 4 that address all three aspects of a judicial procedure -- i.e., due process for the victim, due process for the accused, and specific procedures for sexual-assault cases -- are James Madison, Mary Washington, University of Virginia, William & Mary, John Tyler Community College, Hampden-Sydney College, and Roanoke College.

Table 4 Campus Judicial Procedures for Sexual Assault
Number of Institutions

	Public Residential	Public Community Colleges	All Public	Private	All Institutions
Satisfy victim due process	5/15	1/24	6/39	2/11	8/50
Satisfy accused due process	11/15	8/24	19/39	6/11	25/50
Have specific procedures and due process for both parties	4/15	1/24	5/39	2/11	7/50
Information not available	4/15	11/24	15/39	3/11	18/50

The implications and scope of the Fifth Amendment's right to remain silent are unclear in most policies. It is also uncertain if all colleges and universities have fully considered the effect of their proceeding on later criminal prosecution. A few institutions allow students to have legal counsel at the hearing: James Madison, Longwood, Eastern Shore Community College, J. Sargeant Reynolds Community College, John Tyler Community College, Rappahannock Community College, Tidewater Community College, and Virginia Western Community College.

Table 5- Right to Remain Silent
Number of Institutions

	Public Residential	Public Community Colleges	All Public	Private	All Institutions
No policy on silence	6 of 15	23 of 24	29 of 39	10 of 11	39 of 50
Right to remain silent- no policy on inferring guilt	6/15	0/24	6/39	0/11	6/50
Right to remain silent- no inference of guilt	3/15	0/24	3/39	1/11	4/50
No right to remain silent	0/15	1/24	1/39	0/11	1/50

Summary

Institutions in Virginia have made considerable progress in meeting the requirements of the Campus Security Act and the Council's recommendations regarding sexual assault. Nearly half the institutions indicated they had a sexual-assault education or response coordinator and response protocols and advice for a sexual-assault victim. Educational efforts, though not discussed in this report, are widespread, and institutions continue to request assistance in this area. Institutions do need to examine their policy and procedures regarding sexual assault and verify that they address due process and offer a fair adjudication in the campus system.

1993 SESSION
FINAL

HOUSE JOINT RESOLUTION NO. 513

Requesting the State Council of Higher Education for Virginia to examine the need to enhance security policies and procedures at the Commonwealth's public institutions of higher education.

Patrons—Purkey, Croshaw, Rhodes and Rollison; Senator: Holland, C.A.

Referred to the Committee on Rules

WHEREAS, incidents of crime and violence on Virginia's college campuses affect not only the educational environment but the security and welfare of students, faculty, and local residents as well; and

WHEREAS, college students responding to a survey conducted by the State Council of Higher Education identified improved security as "the most important thing institutions can do to make campuses safer"; and

WHEREAS, although the federal Student Right-To-Know and Campus Security Act recognizes the need for disclosure of certain crime statistics and campus security policies, it does not directly outline those security procedures that might most effectively curtail criminal acts on college campuses; and

WHEREAS, while campus architectural design and other features, such as adequate lighting in parking lots and in areas around instructional, residential, and library facilities, may enhance crime prevention efforts, clear guidelines and procedures for the implementation of these features may promote their incorporation at Virginia institutions of higher education; and

WHEREAS, statutorily authorized to study the operations of each of the institutions of higher education in the Commonwealth and having already conducted a two-year study of sexual assault and rape on college campuses pursuant to SJR 194 (1991) and SJR 46 (1992), the State Council is uniquely qualified to examine those policies and procedures that will most effectively enhance safety and security on Virginia's college campuses; and

WHEREAS, although the State Council's 1992 report to the Governor and the General Assembly (SD 17) offered recommendations focusing on, among other things, reporting incidents of assault, crime statistics, and the incorporation of crime prevention and physical security in campus design, additional study is necessary to determine the need for any further change in the development and implementation of effective security policies and procedures; now, therefore, be it

RESOLVED by the House of Delegates, the Senate concurring, That the State Council of Higher Education examine the need to enhance security policies and procedures at the Commonwealth's public institutions of higher education. In conducting its study, the State Council shall review, among other things,campus security; information disclosure policies; and working arrangements with local law-enforcement agencies: ; the need for any additional campus security personnel; institutional compliance with state and federal crime statistic disclosure requirements; and other issues and considerations it deems appropriate.

All agencies of the Commonwealth shall, upon request, assist the State Council in the conduct of its study.

The State Council shall complete its work in time to submit its findings and recommendations to the Governor and the 1994 Session of the General Assembly in accordance with the procedures of the Division of Legislative Automated Systems for the processing of legislative documents.

SCHEV Survey
Campus Police and Security Office Policies

INSTITUTION: _____
RESPONDENT NAME: _____
RESPONDENT ADDRESS: _____
RESPONDENT PHONE: _____
RESPONDENT TITLE: _____

Physical characteristics of the campus

1. Number of students: _____

2. Daytime population of campus: _____

3. Does the institution consist of a single campus or are there multiple campuses?

   _____Single
   _____Multiple--please explain _____

4. Campus size (in number of acres): _____

5. Number of parking lots/number of spaces:

   _____

   _____

6. Does your campus contain special facilities, such as historical sites, that require special security?

   _____

   _____

   _____

7. Are there other unique physical characteristics of the institution?

   _____

   _____

   _____

(53)[1]

8. Number of university recognized organizations who have facilities off-campus:_____

9. Are fraternities on or off campus?

_____On _____Off _____Both (Go to 9a)

9a. Number on campus _____
Number off campus _____

10. Are sororities on or off campus?

_____On _____Off _____Both (Go to 10a)

10a. Number on campus _____
Number off campus _____

11. What is the campus policy on alcohol use?

_____

_____

_____

12. Is dormitory access secured?

_____Yes (go to 12a) _____No (go to 13)

12a. If yes, who secures the dormitories?

_____Residence life personnel (including students)
_____Police/security
_____Other--please specify_____

12b. When are the dormitories secured?

_____At all times
_____At certain hours--please specify_____

12c. How is dorm access regulated?

_____Electronic card key
_____Lock and key
_____Other--please specify_____

13. Percentage of coeducational dormitories:_____

14. Is there school-sponsored family housing?

_____Yes _____No

15. Do residences have security alarm systems?

_____Yes _____No

16. Do other campus buildings have security alarm systems?

_____Yes _____No

17. If yes to 15 or 16, who monitors the campus alarm systems?

_____

_____

18. Is there a campus escort service?

_____Yes (go to 18a) _____No (go to 19)

18a. If yes, who conducts the service?

_____Police/security
_____Students
_____Both
_____Other--please specify_____

18b. Please describe:

_____

_____

_____

19. Is there a campus transit/bus system?

_____Yes (go to 19a) _____No (go to 20)

19a. If yes, hours of operation:_____

20. How many emergency phones are on campus, where are they located, and where do they ring down?

_____

_____

_____

21. Are police/security personnel trained in Crime Prevention Through Environmental Design (CPTED)?

_____Yes (go to 21a) _____No (go to 22)

21a. How many personnel are trained in CPTED?

_____

_____

_____

22. Does the department participate in the planning of future buildings and structures on campus?

_____Yes _____No

23. Does the department participate in evaluations of building renovations?

_____Yes _____No

24. Does your department conduct any other unique security programs?

_____

_____

_____

Definition of police or security department and its policies

25. What is the official name of the department on campus?

_____

_____

26. Define the role of the department:

_____

_____

_____

27. Does the department have a written mission statement?

_____Yes (ask for copy) _____No

28. Does the police/security department have a policy/procedures manual?

_____Yes (ask for copy and go to 29) _____No (go to 28a)

28a. If no, how does the department monitor and evaluate behavior and performance?

_____

_____

_____

29. Do the officers/security personnel carry firearms?

_____Yes _____No

30. Do they have arrest authority?

_____Yes (go to 30a) _____No (go to 31)

30a. If yes, is this authority limited to on-campus activities?

_____Yes _____No

Please explain:

_____

_____

_____

31. Do the police regulate off-campus activity and/or respond to off-campus incidents?

Regulate _____Yes _____No
Respond _____Yes _____No

32. Which of the following functions does the police/security department perform? (check all that apply)

_____Patrol
  _____Automobile
  _____Motorcycle
  _____Scooter
  _____Bicycle
  _____Foot patrol
  _____In dorms
_____Investigation of criminal offenses
_____Parking enforcement
_____Traffic control
_____Traffic enforcement (issue Virginia Uniform Summons)
_____Special event security
  _____Sporting events
  _____Concerts
  _____Conferences
  _____Summer programs (summer camps, etc.)
_____Checks of doors, locks, and windows
_____Securing dormitories
_____Securing academic buildings
_____Escort service
  _____Campus personnel who carry cash or open buildings
  _____Staff and students
_____Transportation
_____Crime prevention (literature and program development)
_____Self defense workshops
_____Building plan reviews
_____Fire safety
_____Hospital/medical center security
_____Analysis of crime statistics
_____Other _____

Auxiliary Functions:

_____Dispatch
  _____911 response
  _____Emergency phone monitoring
  _____Alarm system monitoring
_____Property storage
_____Computer-based record system
_____Auxiliary personnel (officers, students, etc.)
_____Other _____

33. Are there dedicated personnel who perform the following specialized functions?

_____Investigation
_____Drug enforcement
_____Crime prevention
_____Victim-witness assistance program
_____Task force participation
_____Supervision of records and evidence
_____Other--please specify_____

34. Does the police/security department have a written protocol for dealing with victims of sexual assault?

_____Yes (ask for copy) _____No

35. How are the personnel trained to deal with sexual assault? (preservation of evidence, etc)

_____

_____

_____

Internal campus relations

36. What is the police/security department's internal chain of command? (obtain copy of chart)

_____

_____

37. Where does the police/security department fall in the institutional hierarchy? (obtain copy of chart)

_____

_____

38. Who is involved in the decision to investigate/prosecute violations of school policy?

By students/faculty/staff:

_____Campus police
_____Local police
_____Institutional attorney/counsel
_____Commonwealth's Attorney
_____Other campus administrators
Please specify_____
_____Other
Please specify_____

By non-students/faculty/staff:

_____Campus police
_____Local police
_____Institutional attorney/counsel
_____Commonwealth's Attorney
_____Other campus administrators
Please specify_____
_____Other
Please specify_____

39. Who is involved in the decision to investigate/prosecute criminal offenses?

By students/faculty/staff:

_____Campus police
_____Local police
_____Institutional attorney/counsel
_____Commonwealth's Attorney
_____Other campus administrators
Please specify_____
_____Other
Please specify_____

By non-students/faculty/staff:

_____Campus police
_____Local police
_____Institutional attorney/counsel
_____Commonwealth's Attorney
_____Other campus administrators
Please specify_____
_____Other
Please specify_____

Relationship with faculty, staff and students

40. Does the institution have a formal campus security advisory committee?

_____Yes (go to 40a) _____No (go to 41)

40a. Title of committee:_____

40b. Who sits on the advisory committee? (Check all that apply)

_____Students
_____Faculty
_____Student health personnel
_____Residence life personnel
_____Campus security personnel
_____Senior administrators
_____Other--please explain_____

40c. Chair of committee:_____

41. Does the police/security department have a similar advisory committee?

_____Yes (go to 41a) _____No (go to 42)

41a. Title of committee:_____

41b. Who sits on the advisory committee? (Check all that apply)

_____Students
_____Faculty
_____Student health personnel
_____Residence life personnel
_____Campus security personnel
_____Senior administrators
_____Other--please explain_____

41c. Chair of committee:_____

42. Are the opinions of the following actively sought in campus security practices and services? (Check all that apply)

_____Faculty
_____Staff
_____Students

42a. If yes, by what mechanism are the opinions solicited?

_____

_____

_____

43. In accordance with the Campus Security Act, what is the mechanism for issuing timely notices of threats (UCR Reportable Offenses) to the campus community?

_____

_____

_____

44. Who issues press releases regarding security issues?

_____Police/security department
_____Administration (i.e. Dean of Students)
_____P.R. office/ information services
_____Other--please specify_____

External relations

45. Describe the police/security department's working relationship with local police:

_____

_____

_____

46. Is there a formal written agreement?

_____Yes (ask for copy and go to 46a)

_____No (go to 46b)

46a. If yes, has it been approved by the Board of Visitors?

_____Yes _____No

46b. If no, describe the informal practices:

_____

_____

Police/security personnel

47. Indicate the number of personnel:

_____Certified law enforcement
_____Security officers
Functions:_____
_____Security guards
Functions:_____
_____Clerical
_____Communications
_____Certified dispatchers
_____Uncertified dispatchers
_____911 center
_____Locksmith(s)
_____Private contract (go to 47a)
_____Other--please list positions:

_____

_____

47a. Please detail contract services:

Number of security officers:_____
Number of security guards:_____
Cost of contracts (per year):_____
Hours contracted:_____
Contracted with:_____
Services contracted for what events/functions?

_____

_____

48. List and describe auxiliary functions that are not under the direct control of the department:

_____

_____

_____

49. Is the number of personnel adequate for the campus?

_____Yes (go to 50) _____No (go to 49a)

49a. How many additional personnel would be sufficient?

_____

_____

49b. What functions would additional personnel perform?

_____

_____

49c. Is there a management study/workload analysis which identifies the department's needs?

_____Yes (if possible, get copy) _____No

50. What is the average tenure for department personnel?

_____

_____

_____

51. What are commonly cited reasons for leaving the department?

_____

_____

_____

52. Is there a minimum contractual obligation for time of service?

_____Yes--please specify_____
_____No

53. What situations place the greatest strain on your resources? (Please rank the top three)

1.)_____

2.)_____

3.)_____

Background and training of officers

54. Where are your officers trained?

_____State/DCJS approved academy
_____State/DCJS approved academy (within the department)
_____Non-approved academy
_____Not trained

55. What is the length of the basic training program?

_____

56. Do the officers undergo a formalized Field Training Officer (FTO) program?

_____Yes (go to 56a) _____No (go to 57)

56a. If yes, what is the length of the FTO training?

_____

57. Is there other in-service and/or specialized training beyond what the law requires?

_____Yes (go to 57a) _____No (go to 58)

57a. Describe additional training: (i.e. are instructors state-certified)

_____

_____

_____

58. Do you provide state-certified instructors to the academies?

_____Yes _____No

Investment in equipment/materials

59. Describe (and quantify) your department's:

Satellite facilities:_____

Communications equipment:_____

Transportation

Automobiles(Make/Model and Year):_____

Bicycles:_____

Other transportation equip.:_____

Personal equipment

Uniforms:_____

Weapons/Holsters:_____

Body Armor:_____

Other equipment:_____

60. (Written comments on tour of physical facilities:)

_____

_____

_____

61. Is the department currently planning any new security programs and/or policies?

_____

_____

_____

62. Is there anything that this interview has not addressed that is a unique problem or concern for your campus?

_____

_____

_____